



EMPLOYEE HANDBOOK

Issued January, 2021

Welcome to MoreYeahs IT Technologies Pvt Ltd.....!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with MoreYeahs, and answer many of your initial questions.

As an employee of MoreYeahs, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our clients and to do so more efficiently and economically than our competitors. By satisfying our clients' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences MoreYeahs' reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Akhilesh Gandhi CEO

Vision

To build a Great Company with Talented People who deliver an Amazing Experience.

Mission Statement

Guided by the focus on delivering superior professional services, MoreYeahs constantly strives to implement critical initiatives required to achieve our vision. In doing so, we will deliver operational excellence in every corner of the organization necessary to meet or exceed our commitments to the customers we serve. All of our long-term strategies and short-term actions will be moulded by a set of core values that are shared by each and every employee.

Core Values

1. **No One Works Alone: Mutual goal collaboration and doing whatever is necessary to get there without ego**
2. **Recognize Opportunity: Help customers find their real issues and find creative solutions to solve them**
3. **Do Right by the Customer: Don't deliver the status quo; deliver value**
4. **Commit: Do what you say or ask for help**
5. **Be Prepared: Meet expectations and anticipate next steps**

Every employee at MoreYeahs has an essential role in helping us attain our Vision and endorse our Mission Statement. MoreYeahs continues to operate with a Voluntary Open Door Policy to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time.

To safeguard our high level of service expectations, we work under a methodology of strength based management by periodically evaluating workers' strengths and skill sets and adjusting work assignments accordingly. Thank you for your commitment and continued support to the success of MoreYeahs.

Table of Contents

Section 1: The Way We Work

- A Word About This Handbook
- Building for the Future
- Total Quality Management
- Equal Employment Opportunity
- Unlawful Harassment and Discrimination are prohibited
- Anniversary Date
- New Employee Orientation
- Categories of Employment
- Background Checks
- Voluntary Open Door Policy
- Recording Your Time-Payroll
- Payday
- Paycheck Deductions

Section 2: Leaves of Absence, Time Off and Other Benefits

- Holidays
- Employee Bonuses
- Professional Development
- Certification Assistance Program

Section 3: On the Job

- Conduct at Client's Office
- Confidentiality of Client Matters
- Discussions with Clients
- Protection of Personal Information
- Deviations in Client Records
- Attendance and Punctuality
- Working Hours
- Lactation Accommodation
- Work Assignments

- Contact with the MoreYeahs
- On The Job Training
- Standards of Conduct Access to Personnel Files Computer
- Software Licensing
- Rules Regarding Solicitation Distribution of Literature, & Political
- Advocacy Care of Equipment
- Romantic and Family Relationships at Work
- Employee Referral Bonus
- Travel/Expense Accounts
- Relocation Assistance
- Personal Property
- Personal Telephone Calls
- Cell Phones
- Remote Access Policy
- Acceptable Use of Electronic Communications
- Social Media
- Security of Electronic Devices
- Dress Policy
- Personal Hygiene
- Reference Checks
- Protecting MoreYeahs Information
- Document Retention
- Conflict of Interest/Code of Ethics
- Contact with the Media
- If You Must Leave Us
- If You Must Leave Us

Section 4: Safety in the Workplace

- Each Employee's Responsibility
- Workplace Violence
- Workplace Searches
- Good Housekeeping
- Smoke-Free Workplace

- In An Emergency
- Drug and Alcohol Abuse

THE WAY WE WORK

A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of MoreYeahs. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and MoreYeahs. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. MoreYeahs retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and MoreYeahs. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

MoreYeahs complies with all government laws and this handbook generally reflects those laws. MoreYeahs also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except MoreYeahs employees and others affiliated with MoreYeahs whose knowledge of the information is required in the normal course of business.

Except for the policy of at-will employment, MoreYeahs reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing

and must be signed by the CEO of MoreYeahs. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the CEO of MoreYeahs.

Nothing in this Employee Handbook or in any other document or policy is intended to violate any law. Nothing in this Employee Handbook or in any other document or policy should be construed to prohibit protected conduct or communications relating to employee wages, hours or working conditions, or any other conduct protected by government laws. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the employee believes violates any laws or regulations.

MoreYeahs is an at-will employer. This means that regardless of any provision in this employee handbook, either you or MoreYeahs may terminate the employment relationship at any time, for any reason. Nothing in this employee handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of MoreYeahs is authorized to enter into an agreement—express or implied—with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the CEO of MoreYeahs.

If a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Building for the Future

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last -- You.

At all times, you represent MoreYeahs, and it is up to each one of you to take this responsibility seriously. MoreYeahs exists with your joint efforts. Do not underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our clients. They will determine how fast we grow, how many people we will employ, how many products we produce, how much service we render and the profit we make. In order to retain these clients, we want to ensure that our good service continues by always giving our clients the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

Total Quality Management

MoreYeahs is committed to Total Quality Management (TQM). We feel that not only do our clients benefit from this effort but so do our employees. All employees are expected to participate in TQM.

You are encouraged to offer ideas and/or constructive criticism to your managers. We also encourage you to take part in project teams or problem-solving teams and cost reduction projects. Your participation in continuous improvement is essential to the success of MoreYeahs.

Equal Employment Opportunity

MoreYeahs is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any protected basis including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; or any other protected class under law.

You may discuss equal employment opportunity related questions with human resources or any other designated member of management.

Unlawful Harassment and Discrimination are Prohibited

MoreYeahs is committed to providing a work environment free of unlawful harassment and discrimination. Therefore, in accordance with applicable law, we prohibit harassment and discrimination of one employee by another employee, manager or third party for any reason based upon an individual's race; colour; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; or any other category protected under law.

MoreYeahs' reporting procedure provides for a timely, thorough and objective investigation of any harassment or discrimination claim, appropriate disciplinary action against one found to have engaged in prohibited conduct and appropriate remedies if warranted under the circumstances. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment includes various forms of offensive behavior. The following is a partial list:

- o Unwanted sexual advances.
- o Offering employment benefits in exchange for sexual favors.
- o Making or threatening reprisals after a negative response to sexual advances.
- o Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, e-mails, websites or posters.
- o Verbal and written conduct: making or using derogatory comments, e-mails, letters, epithets, slurs, and sexually explicit jokes, comments about an employee's body or dress.
- o Verbal sexual advances or propositions.
- o Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- o Physical conduct: touching, assaulting, impeding or blocking movements.
- o Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons, including customers or clients, doing business with or for the Company.

Other Types of Harassment

Prohibited harassment on the basis of the following legally protected characteristics: individual's race; color; religion; genetic information; national origin; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; or any other consideration protected by laws, includes behavior similar to sexual harassment such as:

- o Verbal conduct including threats, epithets, derogatory comments or slurs.
- o Visual conduct including derogatory posters, photography, cartoons, drawings or gestures.
- o Physical conduct including assault, unwanted touching or blocking normal movement.
- o Retaliation for making harassment reports or threatening to report harassment.

Consequence for Unprofessional Conduct

Any MoreYeahs employee, including any supervisor or manager, who is found to have engaged in unprofessional conduct, up to and including, any form of unlawful harassment or discrimination is subject to disciplinary action, up to and including, immediate discharge from employment. An employee who engages in such conduct may be held personally liable for monetary damages. The Company will not pay damages assessed personally against an employee.

MoreYeahs's Reporting Procedure

MoreYeahs's reporting procedure provides for a timely, thorough and objective investigation of any harassment or discrimination claim, appropriate disciplinary action against one found to have engaged in prohibited conduct and appropriate remedies if warranted under the circumstances.

If you believe you have been harassed or discriminated against on the job, or if you are aware of the harassment or discrimination of others, you must provide a written or verbal report to your supervisor or any other Company supervisor or Human Resources as soon as

possible. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, e-mails, cartoons, etc.). All incidents of harassment or discrimination that are reported will be investigated. The Company will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation.

If the Company determines that unprofessional conduct in violation of this policy has occurred, the Company will take remedial action commensurate with the circumstances. Appropriate action will also be taken to deter such conduct in the future. If a complaint of unprofessional conduct is substantiated, appropriate disciplinary action, up to and including immediate discharge, will be taken

Protection Against Retaliation

Applicable law also prohibits retaliation against any employee by another employee or by the Company for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the Company. Please report any retaliation to your supervisor or any other Company supervisor or Human Resources .Any report of retaliatory conduct will be objectively, timely and thoroughly investigated in accordance with the Company's investigation procedure outlined above. If a report is substantiated, appropriate disciplinary action, up to and including immediate discharge, will be taken.

If the Company determines that a violation of this policy has occurred, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any such conduct in the future. The Company will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management employees or co-workers.

Anniversary Date

The first day you report to work will be recorded in MoreYeahs records as your anniversary date. This date may be used to calculate many different MoreYeahs benefits. If you have any questions regarding your anniversary date, please see human resources.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

FULL-TIME EMPLOYEES who are scheduled to and regularly work at least a 30-hour workweek.

PART-TIME REGULAR EMPLOYEES who are schedule to and regularly work a 20-29 hour workweek.

PART-TIME EMPLOYEES who are scheduled to and regularly work less than 20 hours each week.

Upon hire, Human Resources will notify you of your employment classification.

Background Checks

There are times when we/our clients will perform work with government agencies. These agencies may require a background check. If you would like to be considered for one of these positions you may volunteer to take these necessary background checks.

If you are not able to receive the necessary clearance based on the background check, you will not be able to work on those projects. The information in the background check is

confidential and you will be alerted to any unfavorable information.

Voluntary Open Door Policy

At some time during your employment, you may have a complaint, suggestion, or question about your job, your working conditions or the treatment you are receiving. For issues other than reports of unlawful harassment or discrimination, we ask that you take your concerns first to your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will investigate and provide a solution or explanation.
- If the problem is not resolved, you may put it in writing and present it to a Human Resources representative, who will investigate and provide a solution or explanation. It is recommended that you bring this matter to a Human Resources representative as soon as possible after you believe that your immediate supervisor has not resolved the matter.
- If the problem is still not resolved, you may present the problem in writing to the CEO of the Company, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the Company, cannot result in every problem being resolved to your satisfaction. However, the Company values your input and you should feel free to raise issues of concern without fear of retaliation.

Payday

You will be paid monthly by the 10th of the month (covering previous month).

Please review your pay check for errors. If you find a mistake, report it to the HR Department or accounts immediately. The HR Department will assist you in taking the steps necessary to correct the error.

Pay check Deductions

MoreYeahs is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include government taxes and Provident Fund. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Tax Statement.

Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken

If questions or concerns about any pay deductions arise, discuss and resolve them with the office manager. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

Leaves of Absence, Time Off and Other Benefits

Holidays

MoreYears normally observes the following holidays during the year:

S.NO.	Name of Holidays	Date	Day of week
1	New Year's Day	1st January	Friday
2	Republic Day	26th January	Tuesday
3	Holi	29th March	Monday
4	Eid-UI-Fitr	13th May	Thursday
5	Eid-UI-Adha*	21st July	Wednesday
6	Ganesh chaturthi	10th September	Friday
7	Vijay Dashmi	15th October	Friday
8	Deepawali	3rd November	Wednesday
9	Deepawali	4th November	Thursday
10	Deepawali	5th November	Friday, Sat, Sun
11	New year Eve.	31st December	Friday

Jan-21						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb-21						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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15	16	17	18	19	20	21
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Mar-21						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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22	23	24	25	26	27	28
29	30	31				

Apr-21						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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May-21						
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31						

Jun-21						
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Jul-21						
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Aug-21						
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Sep-21						
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Oct-21						
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Nov-21						
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29	30	31				

Dec-21						
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Employee Bonuses

Employees may receive bonuses from time to time. These are based on individual merit, MoreYeahs' profitability and any other factor(s) deemed significant by MoreYeahs. Whether or not bonuses are granted and the amounts granted are within the sole discretion of the CEO.

Professional Development

MoreYeahs believes in supporting the individual growth of its employees. To encourage employee development, MoreYeahs offers a professional development reimbursement program to eligible employees who attend job-related seminars.

To participate in this program, you must be a full-time or part-time employee who has completed one hundred eighty days of employment.

Approval from the manager must be received prior to registration for the seminar. MoreYeahs will pay the full cost of approved job-related seminars.

In an effort to keep MoreYeahs informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.

Certification Assistance Program

To encourage professional development, MoreYeahs offers a certification assistance program to eligible employees who complete job-related courses with a passing grade.

To participate in this program, you must be a full-time or part-time employee who has completed one hundred eighty days of employment.

Your application for assistance must be made and approval received prior to registration for the course.

If you begin to get educational assistance you must continue to be an active employee and perform your job satisfactorily to stay in the program.

Forms of Educational Assistance may include:

- Certification reimbursement
- Flexible work schedule
- Book reimbursement (the books will be a property of the Company after you have completed your certification)

We hope that educational assistance will develop your skills but we do not promise or guarantee that more education will result in promotions, new job assignments, or pay increases.

We invest in employees' education because we expect that our investment will benefit MoreYeahs. However, if you receive educational assistance and then voluntarily terminate your employment within one year of the last payment, we will consider the amount we paid to be just a loan. We will then require you to repay up to 75 percent of the original educational assistance payment we made.

In case, you fail to clear the certification, the fee will not be reimbursed.

Also, we expect you to share your knowledge with your team and other colleagues as deemed necessary by the Company.

On the Job

Conduct at Client's Office

The nature of MoreYeahs may require that employees perform work connected with a client's assignment at the client's office. The importance of professional conduct when working in a client's office cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a client's office:

- Limit discussions with client employees to matters that concern their department and level of responsibility. Long, personal discussions with client personnel are discouraged during working hours on the client's worksite. Such disruptions of work will only offend client executives and client employees.

- Do not discuss internal affairs with client personnel during working hours on the client's worksite.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of client employees.
- Avoid conversations involving client matters in all places that would violate client confidentiality.
- Avoid discussing procedural problems with management while client employees are present.
- Purchase items from a client at regular sale prices.
- Do not borrow money from a client unless the client's business involves lending money.
- Do not solicit clients for charitable donations.
- Accept token gifts from clients only if they are non-monetary. Monetary gift offers must be reported to human resources.
- Entertain clients only after first receiving approval from human resources.

Confidentiality of Client Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling client matters.

To maintain this professional confidence, no employee shall disclose client information to other clients, friends, or members of one's own family.

Questions concerning client confidentiality may be addressed with human resources.

Discussions with Clients

When working on an assignment in a clients' office, you may be asked to offer specific suggestions or comments regarding his or her practices.

Prior to discussing any suggestions with a client, your recommendations must first be approved by your manager.

Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the personal information of any other employee except in accordance with MoreYeahs policy. The release of employee information to external parties is prohibited except where required by law. Internal access to employee information is restricted to employees with a legitimate business need for the information.

Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the personal information of any other employee except in accordance with MoreYeahs policy. The release of employee information to external parties is prohibited except where required by law. Internal access to employee information is restricted to employees with a legitimate business need for the information.

Deviations in Client Records

Occasionally you may find what appears to be an obvious clerical or mathematical error on the part of the client. Mistakes of this nature should tactfully be brought to the attention of the appropriate person. When discussing such an error, be certain of the mistake, be careful with whom it is discussed and most importantly, be diplomatic in handling the

misunderstanding.

During your career, you may discover or suspect evidence of theft, embezzlement, defalcation or some other irregular practice on the part of the client or client personnel. If such an event occurs, inform human resources immediately. Under no circumstances should you discuss the matter with the client or client personnel.

Attendance and Punctuality

Employees are expected to be regular in attendance and to be punctual. Officially you are supposed to clock in 9 working hours in a day and {1 hour meal break} 45 working hours in a week.

Any tardiness or absence causes problems for fellow employees and supervisors. If you are absent, your workload must be performed by others, just as you must assume the workload of others who are absent. To limit problems caused by absence or tardiness of employees, we have adopted the following policy that applies to absences not previously approved by the Company.

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized company business or otherwise authorized to leave.

Non-approved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call your manager as soon as practical but before your schedule start time for that day. The Company may inquire about the general reason for an absence or tardiness. Unless extenuating circumstances exist, employees must call in on any day they are scheduled to work but will not report to work.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is legally protected. The

following types of time off will not be considered grounds for disciplinary action under this policy:

- Excused time off, including vacation and other forms of paid time off;
- Approved leaves of absence,

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances.

Absent extraordinary circumstances, if you fail to report for work without any notification to your manager and your absence continues for a period of three days, the Company will consider that you have abandoned and voluntarily terminated your employment. Notwithstanding these provisions, employees who are on an approved leave of absence will generally not be subject to corrective action as the result of absences.

Working Hours

The work schedule for regular full-time employee is 40\48 hours per alternate work week. Normal working hours are 9:30 am – 7:30 pm, Monday through Friday. We understand that there are varying schedules within that time frame; however, variations of this schedule must be pre-approved by management on a case-by-case basis.

To promote greater employee satisfaction, MoreYeahs offers flexible scheduling, and is available to some employees. Flextime lets you vary the times you start and end work each day within certain time limits. Flexible work schedules are available provided that the following will be satisfied:

- Mandatory coverage by all employees from 10:00 am - 3:00 pm.
- Coverage by functional area 9:30 am – 7:30 pm.
- This flexibility is an employee benefit and is not meant to allow for “random” schedules.

- Functional area coverage should be worked out between individuals within the specific team and Manager.
- Should conflict arise, the ultimate decision will belong to management.
- You are still required to work a full eight hours plus take a one hour, unpaid meal break each day
- Some departments are not eligible to participate in the flex time plan due to the nature of their work.

On-Call:

While not anticipated, we may from time to time have the need to request that an employee be available on an on-call basis. While on-call employees are expected to adhere to the following:

- Comply with your company rules as if they were at work in the normal way - this would cover issues such as consuming alcohol and drugs, etc.
- Be contactable at all times via a mobile or home telephone.
- Remain within reasonable traveling distance of their place of work.
- Be ready, willing and able to respond to a call to attend work.

Meal and Break Policy

The Company recognizes that employees perform at their best when they have the rest and nourishment they need. This Policy explains when the Company expects employees to take meal periods and rest breaks.

Meal Periods

The Company provides at least a 30-minute meal period to employees who work more than five hours; Employees will be relieved of all of their duties during meal periods and are allowed to leave the office.

Responsibilities

Management is expected to make meal periods and rest breaks available to their employees in accordance with this Policy. Supervisors can schedule meal periods and rest breaks for their employees, taking into account their department's operational requirements and employee needs. Supervisors may stagger employees' meal periods so ongoing operational responsibilities are not compromised, so long as the applicable guidelines in this Policy are met. Supervisors are responsible for administering their department's meal and rest breaks in a fair and uniform manner.

Discipline

Any employee, supervisor, or manager who fails to observe meal period and rest break policies will be subject to discipline, up to and including termination of employment. Violations of this Policy should be reported to any manager or the Human Resources Department. Every report will be fully investigated and corrective action will be taken where appropriate.

In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this Policy or who cooperate in the Company's investigation of such reports. Any form of retaliation in violation of this Policy will result in disciplinary action, up to and including termination.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, , employees should work with their supervisor or the Human Resources Department regarding scheduling and reporting the extra break time.

The Company will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. The Company will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. This location may be the employee's private office, if applicable. Employees should discuss with the Human Resources department the location for storage of expressed milk. In addition, employees should contact the Human Resources department during their pregnancy or before their return to work to identify the need for a lactation area.

Work Assignments

Work assignments will be distributed by your manager. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to your manager for all matters relating to its completion.

Contact with MoreYeahs

MoreYeahs should know your location at all times during business hours. Your manager will keep a record of your assignments, and (s) he should be notified of your whereabouts outside MoreYeahs during working hours.

On The Job Training

Your manager is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible. MoreYeahs will pay for any

required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program. If you have any questions regarding training, please see your manager.

Standards of Conduct

The Company is committed to guarding employee security, personal safety, and welfare as well as Company assets and operations. The following conduct is prohibited and will not be tolerated by MoreYeahs. Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by MoreYeahs. MoreYeahs does not guarantee that one form of action will necessarily precede another. This list of prohibited conduct is illustrative only. Other types of conduct detrimental to security, personal safety, employee welfare and the Company's interests may also be prohibited.

- Falsification of employment records, employment information, or other Company records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Possessing, distributing, selling, transferring, using or being under the influence of alcohol, an illegal drug, or abusing a controlled substance during work time.
- Theft, deliberate or careless damage of any Company property or the property of any employee or clients.
- Removing or borrowing Company property without prior authorization.
- Personal use of Company equipment, materials, or facilities during non-working

time.

- Provoking a fight or fighting during working hours or on Company property
- Participating in horseplay or practical jokes on Company time or on Company property.
- Bringing firearms or any other dangerous weapons or materials onto Company property at any time
- Engaging in criminal conduct whether or not related to job performance.
- Insubordination, or the use of abusive or threatening language toward a supervisor or member of management, co-worker, or customer during working hours or while on premises owned or occupied by the Company.
- Making profane or maliciously false statements toward or concerning the Company or any of its employees.
- Failure to notify a supervisor when unable to report to work.
- Unexcused absences and tardiness.
- Failure to obtain permission to leave work during normal working hours.
- Sleeping or malingering on the job.
- Working overtime without authorization or refusing to work assigned overtime.
- Wearing offensive or unprofessional styles of dress or hair while working.
- Violation of any safety, health, security or Company policy, rule, or procedure.
- Committing a fraudulent act or a breach of trust in any circumstances.

This statement of prohibited conduct does not alter the Company's policy of employment at will. Either you or the Company may terminate the employment relationship at any time for any or no reason, with or without cause or notice.

Access to Personnel File

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date. Please report any change of address, phone number, etc. to the Human Resources Department immediately. Health/medical records are not included in your personnel file. These records are confidential. The Company will safeguard them from disclosure and will divulge such information only (1) as allowed by law; (2) to the employee's personal physician upon written request with permission of the employee; or (3) as required for workers' compensation cases.

Employees also may inspect their payroll records upon written or oral request, and may obtain a copy of these records at their own expense. The Company will comply with written payroll records requests as soon as practicable, but no later than 21 calendar days.

The Company will restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information from personnel files must be directed to the Human Resources Department. Only the Human Resources Department is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, the Company will cooperate with requests from authorized law enforcement agencies conducting investigations.

For All Other Employees: Upon written request, you may inspect your own personnel file. Inspections will be held on MoreYeahs premises in the presence of MoreYeahs official. Contact human resources to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by MoreYeahs. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records. For more information, contact human resources.

Computer Software Licensing

MoreYeahs purchases or licenses the use of various computer software programs. Neither MoreYeahs nor any of MoreYeahs' employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is an offense and is punishable.

MoreYeahs does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within MoreYeahs shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

As a benefit to all employees, as well as by means of providing access to and for continued development and training, MoreYeahs employees may be provided a limited licensed version of any Microsoft software (including but not limited to SQL Server, Office, Server, etc.). This software MAY BE loaded on home machines provided the home machine will in some way be used for company work. In the event of termination of employment, the software license will be revoked and it will be the responsibility of employee to be immediately uninstalled.

Rules Regarding Solicitation Distribution Of Literature, & Political Advocacy

The Company has established rules applicable to all employees and non-employees which govern solicitation, distribution of written material, political advocacy and access to Company property. Strict compliance with these rules is required.

- Employees are prohibited from engaging in solicitation during their working time or during the working time of the employee or employees at

whom such activity is directed.

- Employees are prohibited from distributing or circulating written or printed material in work areas at any time.
- Employees are prohibited from engaging in political advocacy on a subject over which the Company has no control in a manner that is disruptive to Company operations.
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

As used in this policy, "working time" does not include break periods, meal periods, or periods in which an employee is not scheduled to be performing work for the Company and "work areas" do not include break rooms or parking lots. This policy applies equally to use of the Company's electronic equipment.

Care of Equipment

You are expected to demonstrate proper care when using MoreYeahs' property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the manager at once.

Romantic and Family Relationships at Work

We will not take any adverse employment action against any employee for engaging in romantic relationships during nonworking hours away from Company premises. However, we will consider such relationships when they affect an employee's job performance, occur during working time, occur on Company premises or pose a potential conflict of interest.

A familial or intimate relationship among employees can create an actual or at least potential or perceived conflict of interest in the employment setting, especially if one relative, spouse, partner, or member of such a relationship supervises another relative,

spouse, partner, or member. To avoid this problem, we may refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or a conflict exists.

If two employees marry, become related or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. In other cases where a conflict or the potential for a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of MoreYeahs.

For the purposes of this policy, a "relative" is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership).

Employee Referral Bonus

MoreYeahs may offer a monetary referral bonus to any employee that refers an applicant to MoreYeahs and is ultimately hired by MoreYeahs to a full-time position. The bonus may be payable upon completion of the newly hired employee's introductory period. If a referral bonus is paid, the referring employee must still be employed with MoreYeahs at the time the bonus is to be given. Employee referrals must be directed to human resources.

Travel/Expense Accounts

MoreYeahs will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

- Travel Expense

- Automobile/Mileage
- Lodging
- Tips
- Business Meals

This list is not all-inclusive. See the office manager regarding additional reimbursable business expenses.

Expenses

All employees seeking payment or reimbursement of expenses must submit a completed expense report.

- Expenses need to be done on a monthly basis and are due by the 5th of each month for expenses incurred in the previous month.
- Expenses will be reimbursed with regular payroll.
- Late expense reports will be subject to approval on a case by case basis.
- Receipts are required for reimbursement.

It is CRITICAL that expenses be received in the month incurred so that any pass-through expenses can be appropriately charged to the customer. Continued failure to provide expenses in a timely manner can place project budgets at risk and be cause for remediated action.

Relocation Assistance

From time to time, depending on business needs, MoreYeahs may need to transfer and relocate employees to different geographic areas where we may conduct business. MoreYeahs will pay for certain relocation expenses. Please contact human resources for further details.

Personal Property

MoreYeahs is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Personal Telephone Calls

It is important to keep our company land lines free for client calls. Although the occasional use of MoreYeahs' telephones for a personal emergency may be necessary, routine personal calls on these lines should be kept to a minimum.

Cell Phones

For employees in qualifying positions, MoreYeahs will reimburse a set monthly amount towards an employee's unlimited phone plan. These cell phones should be kept charged to ensure that they are fully operational during working hours. Cell phones must be kept switched on at all times during working hours and be kept in the employees' possession to ensure availability.

- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.

Under no circumstances are employees allowed to place themselves at risk to fulfil business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

Employees may use personally owned mobile devices to access the Company messaging

system and the approved corporate wireless network as necessary in the course of their normal business routines as long as they recognize the need to protect confidential data that is stored on, or accessed using, a mobile device.

The user is responsible for securing their device with a password to prevent sensitive data from being lost or compromised.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

Employees may use personally owned mobile devices to access the Company messaging system and the approved corporate wireless network as necessary in the course of their normal business routines as long as they recognize the need to protect confidential data that is stored on, or accessed using, a mobile device.

The user is responsible for securing their device with a password to prevent sensitive data from being lost or compromised.

Remote Access Policy

Remote network access is provided for employees that are working from a remote location, such as home or when traveling.

When working remotely, employees are expected to be online and available during working hours.

VPN access is provided by MoreYeahs, provided that users adhere to all established policies relating to the use of the MoreYeahs network and associated technology resources as well as applicable government laws.

Remote computers attaching to the VPN become an extension of the MoreYeahs data

network and are therefore subject to the same network use guidelines and policies extended to any other host on the network.

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks during working time. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes during working time.

All Electronic Communications contained in company Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to MoreYeahs. The Systems and Electronic Communications are accessible to MoreYeahs at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. MoreYeahs' right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or MoreYeahs' business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by MoreYeahs at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Confidentiality of Client Matters, Protecting MoreYeahs Information, Non-Solicitation, and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of company policies or government law.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of management;
- To download, save, send or access any site or content that MoreYeahs might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet during working time (See Social Media policy);
- To solicit employees or others during working time;
- To attempt or to gain unauthorized or unlawful access to computers, equipment,

networks, or systems of MoreYeahs or any other person or entity;

- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in anyway while using Electronic Communications; make changes to Electronic Communications without clearly

indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of MoreYeahs or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to MoreYeahs. You may not install password or encryption programs without the written permission of management. Employees may not use the passwords and encryption keys belonging to others.

Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, MoreYeahs may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask management for advance clarification.

Social Media

The Company respects the legal rights of its employees and understands that employees' time outside of work is their own. However, employees should be mindful that their social media activity, even if done off premises and while off-duty, could affect the Company's legitimate business interests. For example, the information posted could be the Company's confidential business information. In addition, some readers may mistakenly view you as a spokesperson for the Company. Consequently, social media activity is a legitimate and proper focus of Company policy.

This Social Media Policy (the "Policy") provides guidance on responsible social media activity by employees. This Policy does not and cannot cover every possible social media activity. If you are unsure how this Policy may apply to your social media activity, your manager or the Human Resources Department is here to help you.

For purposes of this Policy, "social media activity" includes all types of posts and other communications on the Internet, including but not limited to, posts on social networking sites (such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogs, such as Twitter; and posts of video or audio on media-sharing sites, such as YouTube or Flickr. "Social media activity" also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

Application: This Social Media Policy applies to all employees. This Policy applies to social media activity that relates in any way to the Company's business, employees, customers, vendors, or competitors or that identifies an employee's affiliation with the Company (other than as an incidental mention of place of employment in personal social media activity unrelated to the Company).

Scope: This Policy applies to social media activity when on or off duty, while using the Company's or personal electronic resources, and whether or not the employee posts anonymously or using a pseudonym.

Social Media Guidelines

The Company values its established brand reputation and good will relationships. These are important corporate assets. When you engage in social media activity that identifies you as a Company employee, or in any way relates to the Company, you should bear that in mind and follow the guidelines listed below:

- You may use the Company's electronic resources to engage in social media activity for non- business purposes as long as that activity involves only an incidental amount of your time, does not interfere with your or your co-workers' job responsibilities, and complies fully with all Company policies. You may not maintain an open connection to, or stream, any social media site. Such non-business use is a privilege that may be withdrawn if abused.
- Your social media activity is subject to all pertinent Company policies, including, but not limited to, the Equal Employment Practices Policy, the Confidential Company Information Policy, the Internet and the Email Use Policy and other personal conduct policies.
- Unless you have received prior authorization from the Human Resources Department, you should not represent or suggest in any social media content that you are authorized to speak on the Company's behalf, or that the Company has reviewed or approved your content. If that will not be obvious from the content or context, you should specifically state, *"The views expressed in this post are my own. They have not been reviewed or approved by MoreYeahs."*
- You should consider using available privacy filters or settings to block any overly personal information about you from co-workers, customers, vendors or competitors who may have access to your personal social media activity.
- You should not post content about the Company, management, co-workers or customers that is vulgar, obscene, threatening, intimidating, defamatory, harassing, or a violation of the Company's policies against discrimination, harassment, or

hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic. You should not make knowingly or recklessly false statements about the Company's products or services, or the products or services of its vendors or competitors.

- Respect the intellectual property rights of others by not posting others', including the Company's, copyrighted material unless (a) you have the permission of the copyright owner, or (b) you know that the doctrine of "fair use" allows you to post the material without the owner's permission.
- You should not use the Company's logo, trademark or proprietary graphics in a way which suggests that you are representing the Company or while engaging in conduct that is unlawful or violates Company policy. For example, you should not create a social media page with the Company's logo placed in a way which might suggest to readers that the Company is sponsoring the page.
- You should not disclose, or post images or video of, any of the Company's trade secrets or confidential business information or of any confidential business processes. Trade secrets may include information regarding the development of systems, business processes, products, know-how and technology. Confidential business information may include non-public financial data, such as estimates of financial performance; sensitive business information, such as marketing strategies, product launches, and pricing policies; plans for the acquisition or disposition of corporate assets; information about customers; information about employees obtained by virtue of an employee's job responsibilities; and the Company's attorney-client communications or other internal business-related confidential communications.
- You should not post images or video of the Company's employees, customers, vendors or competitors that would be racist, harassing, threatening, sexually explicit, or similarly inappropriate or offensive. You should not post images or video of yourself that identifies you as a Company employee and depicts you engaging in

illegal conduct, such as acts of violence or the illegal use of drugs, or in conduct that violates any Company policy.

- To reduce the risk of identity theft, stalking, and similar criminal conduct, you should not disclose personally identifying information (such as personal contact information obtained by virtue of your job responsibilities, Social Security numbers, credit or debit card numbers or financial account numbers) of the Company's employees, customers, vendors or competitors.
- To ensure that the Company communicates with the media in a consistent, timely and professional manner about matters related to the Company, you should speak to your manager and the Human Resources Department before responding to any inquiry from a journalist or the news media about your social media activity related to the Company.
- Anyone concerned about social media activity relating to the Company that may require a response may contact the Human Resources Department as a resource.

The following guidelines also apply to your social media activity:

- Managers should avoid situations that may compromise their ability to lead or make objective management decisions or that might undermine the culture within the location(s); keep this in mind when making or responding to friend requests. Any employee may reject a friend request from any other employee without fear of retaliation.
- Employees may not use Company-sponsored sites to solicit for or promote personal businesses or any organization, including but not limited to outside business ventures, charities, political campaigns, religious groups, or other membership organizations.
- Employees may not use their Company e-mail address to register for any social media account or site, or as an identifier needed to participate in any social media activity, except to engage in social media activity authorized by the Company and for the Company's business purposes. Employees may reference the Company as their

employer and include business contact information on social and professional networking sites only, such as LinkedIn and Facebook.

Employees should use only approved social media channels — and not personal social media accounts, sites or pages — to conduct Company business. Without prior Company approval, social media should not be used to arrange business meetings, communicate with customers about specific transactions, or to search for information about current or prospective employees for purposes of making an employment decision.

- All requests for references or recommendations received through social media activity must be handled in accordance with the Company's policy on responding to these requests.
- Company has the right to request, in its sole and absolute discretion, that employees temporarily confine their social media activity to matters unrelated to Company if the Company determines this is necessary to ensure compliance with securities regulations or other laws.
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Addressing Concerns

Experience demonstrates that you are more likely to resolve concerns about work by speaking directly with your co-workers, supervisor or other management-level personnel, or by contacting the Company's human resources hotline, than by posting them on the Internet. If you decide to express concerns in social media, avoid using any content that reasonably could be viewed as malicious, obscene, threatening or intimidating; that disparages employees, customers, or vendors; or that might constitute harassment or bullying.

Retaliation is Prohibited

The Company prohibits taking adverse action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who

retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, MoreYeahs may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask management for advance clarification.

Enforcement

If you need clarification of any aspect of this policy, contact the Human Resources Department.

The Company will, in its discretion, review social media activity to the fullest extent permitted by applicable law. If you engage in social media activity anonymously or using a pseudonym, which violates this Policy, the Company will, in appropriate circumstances, take steps to determine your identity.

Employees will be held accountable for engaging in social media activity that violates this Policy. Failure to comply with this Policy may lead to discipline, up to and including termination of employment, and if appropriate, the Company will pursue all available legal remedies. The Company also may report suspected unlawful conduct to appropriate law enforcement authorities.

Security of Electronic Devices

Each employee provided with a laptop computer, iPod, iPhone, smart phone, tablet or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of MoreYeahs are company property. The device must be locked up and stored

in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of MoreYeahs. You must notify human resources immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is company property. The device is subject to inspection by MoreYeahs at any time without further advance notice. The device must be used in a manner that complies with all company policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, Confidentiality of Client Matters, and Protecting MoreYeahs Information.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent MoreYeahs with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for MoreYeahs, to the public and fellow employees.

MoreYeahs maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and client interaction.

Religious, Medical and Disability Accommodations: The Company will reasonably accommodate exceptions to this policy if required due to an employee's religious beliefs, medical condition or disability. Employees who need such an accommodation should contact their supervisor or Human Resources.

Protecting MoreYeahs Information

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information. In no event should employees disclose or reveal confidential information

within or outside the Company without proper authorization or purpose. Employees who improperly use or disclose the Company's confidential and/or proprietary information may be subject to discipline, up to and including termination of employment.

Confidential or proprietary information includes, but is not limited to, non-public information regarding the Company's business methods and plans, databases, systems, technology, intellectual property, know-how, marketing plans, business development, products, services, research and development, inventions, financial statements, financial projections, financing methods, pricing strategies, customer sources, employee health/medical records, system designs, customer lists and methods of competing.

This policy in no way prohibits employee communications that are protected under government laws, including but not limited to any activity that includes the right of employees to speak with others about the terms and conditions of employment.

Document Retention

MoreYeahs maintains a formal document retention policy and procedure. Human resources will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by MoreYeahs' policy have been satisfied. Failure to comply with MoreYeahs document retention policy and procedure may result in discipline up to and including discharge.

Conflict of Interest/Code of Ethics

MoreYeahs' reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their

positions with MoreYeahs, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

MoreYeahs adheres to the highest legal and ethical standards applicable in our business. MoreYeahs' business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of MoreYeahs shall conduct their personal affairs such that their duties and responsibilities to MoreYeahs are not jeopardized and/or legal questions do not arise with respect to their association or work with MoreYeahs.

Contact with the Media

All media inquiries regarding MoreYeahs and its operations must be referred to the owner. Only the owner is authorized to make or approve public statements on behalf of MoreYeahs. No employees, unless specifically designated by the owner, are authorized to make statements on behalf of or as a representative of MoreYeahs.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide your manager with **at least two months advance written notice**. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with MoreYeahs.

MoreYeahs does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All MoreYeahs property, including this Employee Handbook, must be returned at the end of employment. Otherwise, MoreYeahs may take action to recoup any replacement costs and/or seek the return of MoreYeahs property through appropriate legal recourse.

You should notify MoreYeahs if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at MoreYeahs. Each employee, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your manager of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your manager immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on MoreYeahs' property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask human resources.
- Know the locations, contents and use of first aid and firefighting equipment.

Workplace Violence

Violence by an employee or anyone else against an employee or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to MoreYeahs property in the event someone, for whatever reason, may be unhappy with MoreYeahs decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the manager at once. Do not engage in either physical or verbal

confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact us immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in MoreYeahs' investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, clients and MoreYeahs, MoreYeahs reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from MoreYeahs' property. In addition, MoreYeahs reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of MoreYeahs, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of MoreYeahs.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of MoreYeahs' security procedures or any other MoreYeahs rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your manager.

Smoke-Free Workplace

The Company provides a work environment that is smoke-free. Smoking is strictly prohibited inside the building. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

Employees that violate this policy or who tamper with “no smoking” signs may be subject to disciplinary action up to and including termination.

In An Emergency

Your manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your manager is unavailable, contact the nearest MoreYeahs official.

Should an emergency result in the need to communicate information to employees outside of business hours, your manager will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your manager or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your manager to await further instructions or information.

Please direct any questions you may have about MoreYeahs' emergency procedures to human resources.

Drug And Alcohol Abuse

The use of alcohol, illegal drugs, intoxicants, and the abuse of controlled substances, whether on or off duty, can impair an employee's ability to work safely and efficiently. MoreYeahs prohibits the use of these substances to the extent that they affect, or have the potential to affect, the workplace. The Company will not jeopardize the safety of the employee, other employees, our clients, the public, and Company operations due to an individual's poor judgment. Accordingly, the Company prohibits the following:

- Possessing, using, or being under the influence of alcohol or an illegal drug, intoxicant, or abusing a controlled substance during working hours or while on Company business.
- Operating a vehicle owned or leased by the Company while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance.
- Distribution, sale, manufacture, or purchase—or the attempted distribution, sale, manufacture, or purchase—of an illegal drug, intoxicant, or abuse of a controlled substance during working hours, while on Company business or while on premises owned or occupied by the Company.

An employee suspected of possessing alcohol, an illegal drug, intoxicant, or abusing a controlled substance is subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, briefcases, and clothing, and all Company property, are also subject to inspection and search, with or without notice. Employees who violate the Company's drug and alcohol policy or who are suspected of violating this policy (as determined at the Company's discretion) will be removed from the workplace immediately and will be subject to disciplinary action. The Company may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for

criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of the Company's drug and alcohol abuse policy, may lead to disciplinary action, up to and including termination.

The use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and seriously impair an employee's value to the Company. An employee who is using prescription or over-the-counter drugs which may impair his or her ability to safely perform the job or may affect the safety or well-being of others must submit a physician's statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Nothing contained in this policy is intended to interfere with individual rights under government law.

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received and read a copy of the MoreYeahs, Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with MoreYeahs. I understand and agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with MoreYeahs is not for a specified period of time and can be terminated at any time for any or no reason, with or without cause or notice, by the Company. I acknowledge that no statements or representations regarding my employment can alter the foregoing.

I also acknowledge that, except for the policy of at-will employment, the Company reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing and must be signed by the CEO of MoreYeahs. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause or notice at any time. No implied contract concerning any employment-related decision or term and condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my employment-at-will status and the Company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and MoreYeahs concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with MoreYeahs.

In case of any misunderstanding regarding the clauses of this contract, the CEO's decision shall be binding

Employee signature

Employee's name [Printed]