

Kingland Systems Corporation

Employee Handbook

Employee Handbook

Title: Employee Handbook		Policy Area: Human Resources
Version: 1.2.1	Revision: 1	Last Updated: Monday, August 8, 2011

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Background

Welcome to Kingland Systems Corporation! Kingland Systems Corporation ("KSC") is an exciting and growing technology firm founded in 1992. KSC services include: software development, data management and business consulting services for the financial services industry, healthcare industry, and government. KSC takes pride in its reputation for providing the best possible service to its clients. We are pleased that you have joined our firm and look forward to our continued success together.

Purpose

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be a comprehensive explanation of every KSC policy and procedure. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions with your manager or a member of the Human Resources Department.

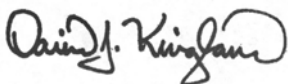
Neither this handbook, nor any other KSC document, confers any contractual right either expressed or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will. This means that you may resign from your employment at any time for any reason, with or without cause and with or without advance notice, and that the Company may similarly terminate your employment at any time for any reason, with or without cause and with or without advance notice. This also means that compensation, benefits, job title, duties and responsibilities, and other terms and conditions of employment are subject to change at the discretion of the Company. Any representations contrary to these at-will principles are not binding upon the Company. Only an authorized officer of the Company has the authority to enter into individual contracts of employment, and does so only by a formal written employment agreement signed by the individual employee and an officer who has been specifically authorized by the Company to enter into the agreement on behalf of the Company.

Company policies, procedures and practices may be modified or discontinued from time to time at the discretion of the Company, except the at-will employment policy will not be changed and no future revision to this handbook may be interpreted to limit the at-will employment relationship. We will do our best to inform you of any changes as they occur. Policies, procedures, and other important employment information can be found on the KSC Portal site located at <http://kingland/default.aspx>.

Some of the areas described in this handbook are covered in detail in separate policy documents or benefit plan documents. You should refer to these documents for specific information as this handbook only serves as a summary or brief reference.

Whether you have just joined our staff or have been at KSC for a while, we are confident that you will find our Company to be a dynamic and rewarding place to work and we look forward to a productive and successful association. We consider the employees of KSC to be one of its most valuable resources. Each KSC employee is a vital part of one team; and together, we strive to reach our future goals, perpetuate the successful history of KSC and ensure the personal and professional growth of each individual. This handbook has been written to serve as the guide for the employer/employee relationship. Please read the guidelines, think about them and ask questions as needed.

Sincerely,



David J. Kingland
President and C.E.O.

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Policy Statements

Equal Employment Opportunity Policy Statement

Kingland Systems Corporation is an Equal Employment Opportunity Employer. It is the policy of Kingland Systems Corporation to provide equal employment opportunity in all areas of employment policies and practices, including recruiting, hiring training, and education, promoting, compensation, benefits, transfers, lay-offs and terminations, return from lay-offs, and social and recreational activities.

All employment policies and practices will be administered, with respect to applicants for employment and employees, without regard to race, color, creed, religion, sex, national origin, marital status, disability, age, sexual orientation, gender identity, disability, genetic information, veteran's status or military status, or any other status protected by applicable federal, state or local law.

It is the responsibility of each member of management to give full support through implementing and enforcing this policy. In addition, it is the duty of each employee of the company to perform their job responsibilities in a manner that support equal employment opportunity for all.

Any applicant or employee who feels he/she has been treated in any way that violates this Policy is expected to contact his/her immediate Supervisor, his/her Department Manager, any Officer of Kingland Systems Corporation or the Managing Director, HR. Retaliation against any applicant or employee who exercises their right under this policy, or exercising any other rights under any law or regulation requiring equal employment opportunity, is strictly prohibited

Americans with Disabilities Act Policy Statement/Reasonable Accommodation

Kingland Systems Corporation is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and the Americans with Disabilities Act Amendment ("ADAA"), and other applicable law prohibiting discrimination based on disability in employment. Consistent with this policy of nondiscrimination, KSC will provide reasonable accommodations to a qualified individual with a disability-in accordance with applicable law who has made KSC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact a member of the Human Resources Department. KSC may request verification of physical or mental impairment and other appropriate information from the employee, the employee's physician(s) or health care professional(s), and/or a health care professional selected by the Company regarding the requested accommodation.

Conflict of Interest and Outside Employment Statement

Kingland Systems Corporation expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Engaging in business dealings or other activities that conflict or compete with the business or interests of Kingland Systems Corporation is unacceptable. Employees must disclose all possible conflicts so that KSC may assess and prevent potential conflicts of interest from arising. An example of a potential conflict of interest is when an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of Kingland Systems business dealings or knowledge of confidential information of Kingland Systems.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she is expected to immediately contact the Human Resources Department to obtain advice on the issue. The purpose of these guidelines is to protect employees from any conflict of interest that might arise.

A violation of these guidelines will result in immediate and appropriate discipline, up to and including immediate termination.

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Outside Employment

Employees are expected to obtain approval from their manager before participating in outside work activities. Approval will be granted unless the activity conflicts or competes with the Company's business or interests. In general, outside work activities are not allowed when they:

- prevent the employee from fully meeting his or her duties and responsibilities to the Company, including but not limited to working overtime (non-exempt employees) and meeting on-call assignments;
- involve organizations or entities that are doing or seek to do business with the Company, including actual or potential vendors or clients;
- are for a business or entity that competes in any way with the business of the Company; otherwise compete or conflict with the business or interests of the Company; or
- violate any of KSC's policies or rules

As a further example, from time to time, non-exempt employees may be required to work beyond their normally scheduled work shift. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority. Employees are hired and continue in KSC's employ with the understanding that KSC is their primary employer and that other employment or commercial involvement, which is in conflict with the business or interests of KSC, is strictly prohibited.

Financial Interest in Other Business

An employee and his or her immediate family may not own or hold any significant interest in a supplier, client or competitor of KSC, except where such ownership or interest consists of the ownership of securities in a publicly - owned company whose securities are regularly traded on the open market.

Reporting Potential Conflicts

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her manager.

Confidential Information and Confidential Nature of Work

As an employee of KSC you may have access to information about other employees, companies and their clients. It may be financial information contained in a client's account. It may be personal information overheard in a manager's conversation. Business ethics demand that KSC and its personnel protect such confidential information. You may not discuss confidential information within KSC except to personnel who have authorized access to such information, or as necessary and authorized by the Company in the performance of your required duties. All employees will be required to sign an Employee Technology Agreement. Employees who divulge confidential information will be subject to disciplinary action, up to and including termination.

It is also company policy not to divulge company or client information to outsiders, including the media and government representatives, without the approval of management. In many situations, KSC and all KSC employees are contractually prohibited from disclosing any information related to its clients. Employees who divulge confidential information will be subject to disciplinary action or discharge.

During employment and at all times thereafter, Employees are prohibited from, directly or indirectly, using, disclosing, photographing, copying, duplicating or creating images of, any Confidential Information or Materials of the Company, or of any customer, or of any third party to which/whom the Company has confidentiality obligations, except as expressly authorized by the Company in the performance of Employee's duties and responsibilities to the Company during employment.

In addition to all materials and information protected by applicable statute or law, Confidential Information and Materials include any information or materials, whether in print, on computer hard drive, disc, tape or other electronic device, or otherwise, which are not public and which relate to the Company, or to any customer, or to any third party to which/whom the Company has confidentiality obligations, or which relate to its/their existing or reasonably foreseeable business.

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Confidential information or Materials includes, but is not limited to:

- Information relating to proprietary rights and data, ideas, know-how, trade secrets, inventions, licenses, techniques, improvements, design, design concepts, drawings, algorithms, source code, object code, research, development, technology, processes, program documentation, product development, electronic data, software owned or developed by the Company, formulae and processes, technical information
- The identity of customers and potential customers, the requirements and specifications of customers and potential customers, contracts with customers, and other information regarding customers and potential customers, information regarding active and inactive accounts, markets, fees, sales, margins, pricing or purchasing information
- Information relating to business or financial strategies and goals, business, financial, marketing or advertising strategies, plans or proposals, business or financial information, information regarding strategic initiatives or direction, programs, techniques, and processes, process and technical development, process and methods of operation and procedures
- Information regarding Company employees and employee compensation and benefits, and information relating to consultants, vendors, subcontractors, and suppliers

Return of Confidential Information and Materials and Company Property.

Employees must, immediately, upon resignation or termination from employment for any reason, or upon the Company's request at any time, deliver to the Company all property, documents, files, notebooks, recordings, abstracts, materials, correspondence, emails, and other items, whether in hard copy, on computer hard drive, disc or tape, on any electronic device, or otherwise, including all copies, (i) which relate or belong to the Company or to any customer or to any third party to which/whom the Company has confidentiality obligations; or (ii) which in any way relate to the business of, or the services you performed for, the Company or any customer, or any third party to which/whom the Company has confidentiality obligations; or (iii) which contain trade secret, proprietary, or confidential information. Employees are not authorized to retain any copies or summaries of any kind of property, documents, files, notebooks, recordings, abstracts, materials, correspondence, emails, or other items returned in accordance with this policy.

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Employment

On Boarding Process

Every new employee goes through an initial orientation period during which the employee learns about Kingland Systems Corporation and their job. During this time, the employee will go through an on boarding process, including training on KSC's company history, their new job duties, KSC processes and applications. The new employee will be provided with training and guidance from their manager, peers and the Human Resources Department.

Following 30 days of employment, full- and part-time employees will typically meet with a member of the Human Resources Department to discuss their on-boarding to date, and adjustment to KSC and their new role. After the initial review cycle is completed, the employee will also receive peer feedback through the 360 Review process, and a full manager review. The initial review cycle is complete once employees have been with KSC for at least half of the review period.

As is true at all times during an employee's employment with KSC, employment is not for any specific time and may be terminated at will, for any reason, with or without cause and without advance notice either during the initial orientation period or at any time thereafter. In instances where the employee's job performance is "meeting or exceeding expectations" at the end of the on boarding process, the Company may choose to continue the individual's employment and the employment will continue to be on at-will basis.

Employee Classifications

Full-Time: An employee who regularly works more than 35 hours per week. Regular schedules and hours of work are established and approved by the appropriate manager. Full-time regular employees are eligible for KSC's entire benefits package in accordance with applicable plan documents.

Part-Time: An employee who regularly works fewer than 35 hours per week on a regular basis. Part-time employees have regularly scheduled days and hours of work that are approved by the appropriate manager. Part-time employees working 30-34 hours per week, on a regular basis, are eligible for more benefits than those working less than 30 hours per week, on a regular basis. Please refer to the benefit section of this handbook and applicable plan documents or contact the Human Resources Department for specific benefit eligibility.

Intern: This classification may include students, summer or work study employees. The scheduled days and hours of these individuals may vary based on KSC's needs and the student's schedule, however they must have the approval of the appropriate manager. Interns are typically not eligible for benefits, with the exception of 401(k), if eligibility requirements are met.

Temporary Part-Time and Temporary Full-Time: These employees may work full or part-time; however, it is understood at the time of hire that the employment is for a temporary period of time. This period of time may be lengthened or shortened at any time. The schedules and hours of these individuals may vary, based on the needs of the Company. Temporary Employees typically do not qualify for any benefits other than 401(k), if eligible.

To ensure appropriate records, a Payroll Change Form should be completed and submitted to Human Resources in the event of any change in employment status and/or classification.

Working Hours and Attendance

Kingland Systems Corporation's success revolves around serving our clients. Since our business depends on satisfied clients, great emphasis is placed on how well employees interact with clients. Therefore, regular attendance and a good record of punctuality on the part of all employees are essential for the prompt and efficient performance of customer service. These factors are considered in performance evaluation and promotion. A employee who arrives to work late

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hinders work progress as much as if the employee were-absent. The work done by each employee meshes closely with the work done by one or more co-workers.

If it is necessary to be absent or late, it is the responsibility of the employee to give as much advance notice as possible to their manager. Absence without proper notification may result in discipline up to and including termination of employment at the discretion of the Company. Absence for more than three (3) consecutive days without notice to KSC will normally be considered a voluntary resignation by the employee. Employees with unexcused absences, tardiness or instances of failing to notify their manager of their absence may be-subject to disciplinary action up to and including termination of employment at the discretion of the Company.

For exempt employees, work schedules will vary depending on the type of work performed and demands of the business. Managers and employees will work together to ensure the employee's schedule is successfully meeting work commitments and client needs. For non-exempt employees, work schedules will be determined by your manager and may change periodically to meet the needs of the business.

Due to the nature of our work and the 24 hours/day obligation to our clients, some employees and teams may be required to have more demanding work schedules, including nights and weekends. Additionally, flextime may be available, which would allow you to adjust your work day to fit our business needs. KSC, however, has the sole discretion to grant or deny requests for flextime arrangements. Please discuss your work schedule conflicts with your manager and any need for flextime arrangements, as they arise.

The normal workweek is 12:00 AM, Monday through 11:59 PM, Sunday.

The provisions in this handbook do not guarantee or limit the number of hours employees may be scheduled to work.

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Compensation

Performance Management, Career Development and Compensation

In order to attract and retain a highly qualified and competent work force, KSC has instituted a performance management program that encourages managers and employees to stay synchronized on goals, expectations and career objectives. As one's performance is evaluated, these evaluations tie directly to an employee's promotion eligibility and compensation potential through the formal Career Development Program and Total Compensation Program. The more an employee grows their career at KSC, the more their total compensation grows, which increases their base pay and potential incentive earnings.

For more information on these programs, please refer to the KSC Career Development Program guide and the KSC Compensation Standard.

Payment of Salary/Wages

Salary and wage payments are made twice monthly, on the 15th and the last day of the month. If a payday should fall on a weekend, all paychecks shall be distributed on the previous Friday. For employees enrolled in direct deposit, no pay stubs are distributed. Instead, they are posted to the KSC portal site. When an employee resigns or employment is terminated, the employee's last paycheck is sent to the employee, assuming the employee has provided KSC with permission to mail the check. If this is not the case, the last check will be made available for pick up at the appropriate office location.

One pay period lag is required to calculate the hours worked for the preceding pay period. At the end of each work week, non-exempt employees are expected to submit their time sheet showing hours worked to their manager for approval. Employees are responsible for accurately reporting their time. Falsification of time records or completing another employee's time record is a serious violation and may result in disciplinary action, up to and including termination of employment at the discretion of the Company.

All new employees are required to initiate direct deposit of their payroll. Employees are paid through direct deposit of funds to either their savings and/or checking accounts, at their bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned with a voided personal check or savings deposit slip to the Human Resources Department. Due to banking requirements, it may take several weeks for activation of the Direct Deposit. During this time, a paper check will be distributed to employees.

Certain deductions required by law will be made from each employee's paycheck. These include appropriate state and federal income tax and social security tax. Some employees may have additional deductions for optional employee benefits or court mandated withholdings.

Overtime Pay-Nonexempt Employees

Those individuals who are classified as hourly non-exempt employees under federal and state wage and hour laws will be paid overtime at the rate of one and one-half times their normal hourly rate for time worked in excess of 40 hours per week. The normal workweek is 12:01 a.m. Monday through 11:59 p.m. Sunday.

Vacation and paid holidays within the regularly scheduled workweek are considered time worked for purposes of overtime calculation. Sick time and other paid leave time is not considered time worked for purposes of overtime calculation.

Depending on the work needs of the company, employees will be required to work overtime when requested to do so.

Prior approval of a supervisor, however, is required before any hourly non-exempt employee works overtime. AN EMPLOYEE WHO WORKS MORE THAN HIS/HER SCHEDULED HOURS ON ANY WORK DAY WITHOUT PRIOR AUTHORIZATION OF THE EMPLOYEE'S SUPERVISOR WILL BE REQUIRED TO TAKE THAT SAME AMOUNT OF TIME OFF IN THE SAME WORKWEEK SUCH THAT NO OVERTIME IS WORKED IN THE

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WORKWEEK. Employees may be subject to discipline up to and including termination for working-overtime without prior authorization.

Employee Referral Program

Kingland Systems Corporation is always looking for qualified employees and appreciates recommendations made by existing employees. If you recommend someone who is hired on a full-time, part-time or intern basis and who is still employed by KSC after 30, 60 or 90 days, you may be eligible for a referral bonus. Please refer to the Employee Referral Program for additional information.

This program may be changed from time to time depending on existing conditions in the market.

Personnel Records

To keep necessary personnel records up to date, it is extremely important that you submit the following changes via KSC's portal site:

- Name changes
- Address and/or telephone number
- Number of eligible dependants or change in dependent status for benefits purposes
- Marital status for benefits purposes
- W-4 deductions
- Person to contact in case of emergency

Deductions From Salary for Exempt Employees

KSC complies with the federal Fair Labor Standards Act with respect to all payroll policies and procedures. KSC prohibits any improper deductions, as specified in applicable regulations, from the salary of employees who are exempt from the time keeping, minimum wage and overtime requirements of the Fair Labor Standards Act. For example, the regulations allow an employer to deduct in whole day increments if an employee is absent from work for personal reasons or due to illness or disability and the employee has exhausted all paid leave. The regulations specify additional instances where deductions may be made. If you believe that an improper deduction has been made from your salary, please email or submit a written complaint to the Human Resources Department. You need to specify in your complaint, in as much detail as possible, the nature of the deduction made and why you believe the deduction to be improper. The Company will evaluate your complaint and promptly reimburse you if the deduction was improper and will otherwise contact you and explain why the deduction was proper.

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Time Away From the Office

Time Away From the Office or Work Area

In order to ensure the highest level of service possible to our clients, we have adopted the practice of providing specific meeting and/or travel information whenever we are away from our work area or out of the building. The procedure to follow is noted below.

1. When it is necessary for employees to leave the office building, employees notify their manager (in advance if possible) of the following information: 1) when they are leaving; 2) anticipated time of return; 3) how to reach them, if necessary.
2. Employees whose work causes them to be in and out on a regular basis will report this information to their managers.

When visiting other KSC locations, it is best to report your presence to the Administrative Assistant so that they can reach you, if necessary. To assist with this effort, it is also recommended that employees keep their calendars as up to date as possible.

Following these guidelines will help us operate smoothly and efficiently.

Vacation

KSC recognizes the need for employees to spend time away from the workplace to pursue a balanced lifestyle. Therefore, it is the company's policy to provide vacation benefits to enhance personal well-being, productivity and employee morale.

Regular full-time and regular part-time employees are eligible for vacation benefits. On January 1 of each calendar year, the following amounts are available to employees, based on length of service:

	0 to 1 Year of Service	1 to 5 Years Service	5 to 10 Years of Service	10+ Years of Service
Regular Full-Time Employees	13 days	18 days	23 days	28 days
Regular Part-Time Employees	7 days	9 days	12 days	14 days

The full calendar year vacation amount is available for use by the employee as of January 1st of each calendar year and may be used at anytime during the calendar year,; however the vacation is accrued on a monthly basis throughout the year and vacation taken during the year over and above the monthly accrual amount is treated as a salary advance until accrued. (see the section entitled, Vacation Pay Out Upon Separation from Employment).

During the first year of employment, all regular full-time employees are eligible for vacation at their time of hire according to the following schedule. Regular part-time employees are eligible for half the full-time vacation allowance, rounded up to the nearest full day.

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First Year Eligibility (Accrued monthly during the remainder of first calendar year of employment):

Employment Begins:	Ratio	13 days	18 days	23 days	28 days
January 1-2	12/12	13	18	23	28
January 3 – 31	11/12	12	16	21	26
February 1 - 28	10/12	11	15	19	23
March 1 – 31	9/12	10	14	17	21
April 1 – 30	8/12	9	12	15	19
May 1 – 31	7/12	8	10	13	16
June 1 – 30	6/12	7	9	12	14
July 1 – July 31	5/12	5	7	10	12
August 1 – 31	4/12	4	6	8	9
September 1 - 30	3/12	3	5	6	7
October 1 - 31	2/12	2	3	4	5
November 1 - 30	1/12	1	1	2	2
December 1 - 31	0/12	0	0	0	0

An employee's amount of vacation time will increase on designated anniversary dates, according to the following schedule.

Anniversary Date Eligibility

Anniversary Date	Ratio	At 1 Year of Service	At 5 Years of Service	At 10 Years of Service
January 1 – 31	100%	5	5	5
February 1 – 28	100%	5	5	5
March 1 – 31	90%	5	5	5
April 1 – 30	80%	4	4	4
May 1 – 31	70%	4	4	4
June 1 – 30	60%	3	3	3
July 1 – 31	50%	3	3	3
August 1 – 31	50%	3	3	3
September 1 – 30	40%	2	2	2
October 1 – 31	30%	2	2	2
November 1 – 30	20%	1	1	1
December 1 - 31	10%	1	1	1

Scheduling Vacation

KSC employees have the responsibility to meet operating requirements of the company. In order to meet these requirements, employees and managers are expected to plan vacation leave with as much advance notice as possible to avoid staffing and service issues. If the notice is not submitted with advance notice, it is the manager's responsibility to decide if the vacation will be granted based on the operational needs of the company.

All vacation requests must be completed utilizing the electronic Leave Request form and then submitted electronically to the employee's manager. For nonexempt employees, payroll will process the vacation requests based on the employee's timesheet during the appropriate payroll cycle, if possible.

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Vacation requests of more than 40 hours are expected to be submitted at least two weeks in advance of the requested time off, or as soon as possible.

The request is assumed approved unless the manager indicates a denial of the request. If an employee's vacation request is rejected for any reason, the employee will receive notification through KSC's time reporting software.

If an employee requests vacation leave and does not take the time off that has been submitted, it is the employee's responsibility to modify their timesheet (if a nonexempt employee) and/or to notify payroll so that records can be kept accurate.

Vacation leave must be used before any unpaid time off will be granted.

If a paid holiday falls within an employee's vacation period, the employee will receive holiday pay for that day.

Vacation benefits can only be requested for a minimum of four hours.

If there is no vacation leave available and an employee must be absent from work, an unpaid absence must be taken.

Carry-Over of Vacation Balances

Regular full-time employees may carry over up to 5 vacation days from one calendar year to the next. Regular part-time employees may carry over up to 2.5 days from one calendar year to the next. All unused vacation time over the maximum carry over limits mentioned is automatically forfeited as of December 31 of each calendar year.

Audit of Vacation Balances

An employee's vacation balance will appear on his/her paycheck. It is the employee's responsibility to review their paycheck for discrepancies and to report them to payroll for correction. The vacation balance on the HRIS/Payroll system will be the official total for all administrative purposes.

Annual Election for Vacation Payout

Employees are allowed to cash out vacation time one time per calendar year, provided that at least five days (40 hours) remain in their vacation bank to cover unanticipated absences and provided that they have taken a minimum of 10 days (80 hours) of vacation during the calendar year. Exceptions to these guidelines must be work related and will require approval from your manager.

Election for cash out can be made in October of every calendar year, during the open enrollment period. Payment of vacation time will then be made during the first pay period of January of the following calendar year.

Process for Vacation Payout

1. In October, an employee will complete the "Vacation Payout Request" form and submit it to their manager and payroll.
2. If the request is approved, the employee will receive notification from their manager of the approval and will receive their payout in the first payroll of January.
3. If the request is not approved, the employee will receive notification from their manager and/or payroll and will be given a reason why the request was not approved.
4. The employee corrects the request and re-submits it for approval, if possible.

Vacation Pay Out Upon Separation from Employment

If an employee resigns or is terminated from employment with KSC for any reason during the first 6 months of employment, the employee is not eligible for pay out of vacation benefits.

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If an employee or if the employee is terminated by KSC other than for a serious violation of Company policy, at any time after 6 months of employment, the employee will be paid (i) any accrued and unused vacation from the prior calendar year that was not forfeited and was carried over; and (ii) accrued and unused vacation for the current calendar year based on the monthly accrual set forth in the chart below. For example, if an employee leaves in July and has taken no vacation in the calendar year, the employee will have accrued 6/12 of the allowable vacation pay for this calendar year and would be eligible to have 6/12 of the maximum accrual for that calendar year paid out. However, if the employee has taken all allowable vacation (12/12) for the calendar year and then resigns or is terminated by KSC in July, the employee is deemed to have received 6/12 of the maximum vacation accrual for the calendar year as a salary advance and the employee's final pay will be adjusted accordingly. See schedule below:

Separation Eligibility

Employment Resignation or Termination:	Ratio of earned accrual for purposes of payment upon separation	Vacation Days Earned for purposes of calculation of payment upon separation (assuming 13 days of vacation available for calendar year)	Vacation Days Earned for purposes of calculation of payment upon separation (assuming 18 days of vacation available for calendar year)	Vacation Days Earned for purposes of calculation of payment upon separation (assuming 23 days of vacation available for calendar year)	Vacation Days Earned for purposes of calculation of payment upon separation (assuming 28 days of vacation available for calendar year)
January 1 – 31	0/12	0	0	0	0
February 1 – 28	1/12	1	1	2	2
March 1 – 31	2/12	2	3	4	5
April 1 – 30	3/12	3	5	6	7
May 1 – 31	4/12	4	6	8	9
June 1 – 30	5/12	5	7	10	12
July 1 – 31	6/12	7	9	12	14
August 1 – 31	7/12	8	10	13	16
September 1 – 30	8/12	9	12	15	19
October 1 – 31	9/12	10	14	17	21
November 1 – 30	10/12	11	15	19	23
December 1 - 30	11/12	12	16	21	26
December 31	12/12	13	18	23	28

Employees who are terminated as a result of a serious violation of Company policy as determined by the Company are not eligible for payment of unused vacation upon termination of employment.

If terminating employees choose to leave prior to working more than 4 hours on their last day, they will have a 1/2 day of vacation deducted from their final paycheck.

Holidays

*Regular full-time employees (including those in initial employment period) are eligible for six paid holidays per year. The normal holidays are as follows:

- **New Year's Day
- Memorial Day
- **Independence Day
- Labor Day

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- Thanksgiving Day
- **Christmas Day

** Or day to be designated by the Company. When a paid holiday falls on a weekend, it will typically be observed on either the proceeding Friday or following Monday.

Control Center employee's holiday schedule may vary. Please see your manager for scheduling and pay details.

Control Center employees scheduled to work on holidays from 12 a.m. through 11:59 p.m. the night of the holiday will receive a holiday incentive equal to ½ of their normal rate of pay for the hours they are scheduled to work on that designated holiday. This does not include hours during a shift that fall on the calendar day before or after the actual holiday date. For example, if an employee works from 8pm – 8am, then the four hours from 8pm – 12am are not considered holiday time and are not paid at the rate of time and a half. The hours from 12am – 8am are paid out at the holiday rate. In addition, employees that work the holiday will be required to utilize their holiday benefit within the same or following pay period.

Employees may also take annual religious holidays without pay or may use accrued and unused vacation time where available. These must be scheduled at least 30 days in advance with the employee's manager. At the end of each year, the holiday schedule for the coming year will be posted on the KSC portal site.

Bereavement Leave

In the unfortunate event of a family member's death, KSC will provide paid time off to regular full-time and regular part-time employees to aid in the bereavement process.

Regular full-time employees will be allowed three consecutively paid days off up on the death of their Spouse, Child (including step-children), Parent (including in-laws and step parents), legal guardian, and Sibling (including step siblings). Regular full-time employees will also be allowed one paid day off for the loss of a Grandparent, Grandchild, Aunt/Uncle, and Brother/Sister-in-law.

Regular part-time employees will receive one day of paid leave upon the death of their Spouse, Child (including step-children), Parent (including in-laws and step parents), legal guardian, and Sibling (including step siblings).

These days are to be taken consecutively within a reasonable time of the day of the death or the day of the funeral, and may not be split or postponed.

If additional time is needed, unpaid personal leave and/or vacation time may be requested.

Each day of paid leave will be equivalent to one eight hour day for both part-time and full-time employees.

Employees are expected to make their manager aware of their situation. In turn, the manager will notify Human Resources of the reason and length of the employee's absence. Upon returning to work, nonexempt employees must record his/her absence as a Bereavement Leave on his/her timesheet. Proof of death and relationship to the deceased may be required.

Jury Duty

Kingland Systems Corporation respects an employee's duty as a citizen to serve on jury duty-when requested to do so. A leave of absence for jury duty will be granted as necessary for employees who have been notified to serve. The leave will be unpaid except where the employee has accrued and unused vacation or as set forth in this policy. For regular full-time and regular part-time employees, KSC will pay the difference between jury duty pay and the employee's regular rate of pay for up to 6 weeks of jury duty. Any remaining jury duty will be unpaid unless the employee has accrued and unused

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vacation. An employee on jury duty is expected to report to work any day or partial day when he/she is excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee is expected to immediately notify his/her supervisor as well as the Human Resources Department. Non-exempt employees are expected to submit the receipt of jury duty pay together with your time slip for the period of time served on the jury.

Military Leave

Kingland Systems Corporation complies with all applicable federal and state laws regarding national guard and other military leave. Contact the Human Resources Department with questions regarding national guard or other military leave.

Time Off To Vote

On days when elections for public office are scheduled throughout the state, county, city or town in which the employee lives, schedules will be changed as needed to ensure that work either starts at least three hours after the polls open or ends at least three before the polls close.

Employees living in other localities or states will need to inform their manager if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Managers will find out when the polls are open and adjust employee's schedules, as needed, to ensure that they will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

Absence Due to Illness

To keep business and each department running smoothly and efficiently, it is important that every employee consistently be on the job and on time. For this reason, careful attention is given to promptness, attendance and overall dependability.

Kingland Systems Corporation recognizes, however, that injury or illness may occasionally prevent an employee from working. As a result, the Paid Sick Time policy is designed to provide protection to employees against loss of income during unavoidable illness or injury, including a mother's or father's absence due to the birth of a child. Sick leave pay may also be used for medical and dental appointments. Employees will also be allowed to use sick leave time for care for ill immediate family members. Time for appointments and ill family members must be taken in half-day increments. However, non-exempt employees may take sick time in one hour increments.

Regular full-time employees will earn five days of sick leave in January of each calendar year and regular part-time employees who regularly work 30 or more hours a week will earn 2.5 days of sick time for each calendar year. A maximum of 90 calendar days of sick time can be accumulated for regular full-time employees and regular part-time employees can accumulate a maximum of 45 calendar days of sick time.

For new employees, paid sick time is prorated based on the month of hire. See the schedule below:

If you join KSC between:	Full-time employees will receive the following amount for the calendar year of hire:	Qualifying part-time employees will receive the following amount for the calendar year of hire:
January 1 – February 29	40 hours	20 hours
March 1 – April 30	32 hours	16 hours
May 1 – June 30	24 hours	12 hours
July 1 – August 31	16 hours	8 hours
September 1 – October 31	8 hours	4 hours
November 1 – December 31	4 hours	2 hours

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Minimum use increments are one (1) hour for non-exempt employees and four (4) hours for exempt employees.

Sick pay will be based on a maximum of 40-hours per workweek regardless of the number of hours a person may be scheduled to work. If a person is scheduled for less than 40 hours in a workweek they may only request sick pay to the extent of their actual hours scheduled. Sick pay within the regularly scheduled workweek will not be counted as time worked for purposes of calculating overtime for nonexempt employees.

Paternity Leave

Paternity leave benefits are available to KSC employees who request time off due to the birth of a child.

Full-time employees may utilize a maximum of 5 days for paternity leave and eligible part-time employees may utilize a maximum of 3 days for paternity leave.

The amount of time taken for paternity leave will be deducted from an employee's sick leave.

Adoption Leave

Adoption leave benefits are available to KSC employees who request time off to bond with a newly adopted child.

Full-time employees may utilize a maximum of 5 days for adoption leave and eligible part-time employees may utilize a maximum of 3 days for adoption leave.

The amount of time taken for adoption leave will be deducted from an employee's sick leave.

Sick time is not to be confused with vacation time. Sick time is for use during employment for instances specifically covered by this policy. Accrued and unused sick time is not paid upon resignation or termination of employment. KSC may request verification of illness or disability and other appropriate information from the employee, the employee's physician(s) or health care professional(s), and/or a health care professional selected by the Company in connection with the use of sick time. Sick time used in conjunction with Family and Medical Leave is governed by the separate FMLA policy.

Inclement Weather

The safety of its employees is of great importance to Kingland Systems Corporation. The following will serve as policy and procedure of operation during periods of inclement weather.

Kingland Systems Corporation is required to operate 24 hours per day, 7 days per week. Therefore, in the event of inclement weather the facility will remain open and operations will continue.

It is the responsibility of each employee to decide if traveling to or from work would greatly impact his or her safety. Because employees commute from various locations only the employee can determine if weather conditions are such that they should not travel to or from work.

If an employee determines that weather conditions are such that they are not comfortable traveling or the travel would greatly impact their safety, the employee is expected to contact their manager as soon as possible and advise them of their decision. If an employee decides to be absent from work due to severe weather conditions, the absence will not be considered as unexcused.

Payment of Wages During Absences Due to Inclement Weather

- Regular full-time and part-time employees who choose to be absent from work due to severe weather conditions will use vacation pay for the hours absent. If the employee is absent for a full day they will be paid 8 hours of vacation, if they are absent for 4 hours they will be paid 4 hours of vacation. For exempt employees, if the absence for severe weather is less than 4 hours they will not be required to use vacation pay for the time absent, nor will they be docked any pay.

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- Non-exempt employees may take the time away from work due to inclement weather as paid vacation (4 or 8 hour increments) or unpaid time.
- Intern and temporary employees will take the time away from work due to inclement weather as unpaid time. Employees are required to complete the electronic Leave Request and submit to their manager and payroll for processing, as with any vacation request.

If instructed by the manager, the employee may be requested to work from home and normal wage requirements would apply.

If it is determined that a person is unable to leave during inclement weather due to the fact their presence is necessary to continue the operation of business, they may be required to stay. Applicable overtime pay will apply for non-exempt employees as described in the overtime policy. If a person is required to work overtime due to inclement weather KSC will provide reimbursement for meals if the person is on duty for more than 12 consecutive hours. Employees should submit a KSC expense report and receipt to their manager for approval and reimbursement.

Leave under the Family and Medical Leave Act ("FMLA")

This policy explains your leave rights under the federal Family and Medical Leave Act ("FMLA"). Under this policy, Kingland Systems will grant eligible employees up to a total of 12 workweeks unpaid leave of absence (called "FMLA leave") in the 12-month period measured forward from the date an employee's first FMLA leave begins for a qualifying reason. Under this policy, Kingland Systems will grant eligible employees injured service member FMLA leave.

Eligible Employees

You are eligible for FMLA leave if:

- On the date you request FMLA leave, Kingland Systems employs 50 or more employees within 75 miles of your worksite, and
- On the date your FMLA leave would start you have both:
 - been employed by Kingland Systems for at least a cumulative 12 months (not counting any employment period prior to a break in service of seven years or more unless an exception applies); and
 - worked at least 1,250 hours for Kingland Systems during the previous 12 months.

Qualifying Family, Medical And Other Reasons

- If you are eligible for FMLA leave, then you may take up to a total of 12 workweeks leave of absence in the 12-month period measured forward from the date your first FMLA leave begins for any of the following reasons:
 - Because of the birth of your child or the placement of a child with you for adoption or foster care ("parenting FMLA leave");
 - To care for your spouse, child, or parent who has a serious health condition;
 - Because of a serious health condition that makes you unable to perform the functions of your job; or
 - For any "qualifying exigency" as defined by the applicable regulations arising out of the fact that your spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

"Covered active duty" means: in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (ii) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty applicable law.

- In addition, if you are eligible for FMLA leave, then you may take up to a total of 26 workweeks leave of absence in a single 12-month period counted from the first day of use to care for a covered servicemember

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who is your spouse, son, daughter, parent or to whom you are the “next of kin” (this leave is referred to as “injured service member FMLA leave”).

- “Next of kin” of a covered service member means “the nearest blood relative” of the service member as defined by applicable regulations.
- For purposes of a qualifying exigency FMLA Leave or injured service member FMLA Leave, son or daughter means the employee’s son or daughter of any age and who is the employee’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood responsible for as a parent (*in loco parentis*).
- A “covered service member” means (i) a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (ii) a veteran who is undergoing medical treatment recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “Serious injury or illness” (i) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and (ii) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or reserves) at any time during a period described in paragraph (b)(ii) above), means a qualifying (as defined by the Secretary of labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
- During the “single 12-month period” during which you are taking injured service member FMLA leave, you will be entitled only to a combined total of 26 workweeks of FMLA leave to care for an injured service member and for any other FMLA purpose. You will again be eligible for another 12 workweeks of FMLA leave for a covered purpose during any other applicable 12-month period.

FMLA Leave For Birth Or Placement Of A Child

If you are an eligible employee and if you have FMLA leave still available for the applicable 12-month period, you are entitled to “parenting FMLA leave” for the birth of your child or the placement of a child with you for adoption or foster care. For adoption and foster care, leave also may be taken for pre-placement activities such as social work visits, home studies and interviews, and legal proceedings. Upon your request for leave, Kingland Systems may require that you provide reasonable documentation of a statement of family relationship. Parenting FMLA leave must end within 12 months of the birth or placement.

If both parents (who are married) of a child are employed by Kingland Systems, they shall together be entitled to a total of twelve (12) workweeks of parenting FMLA leave during the 12-month period following the birth or placement (not 12 workweeks each).

Your parenting leave will be unpaid unless you have unused vacation or applicable sick leave, which all must be used except for 40 hours, if available and applicable, during your FMLA leave.

You must receive prior approval from Kingland Systems to take parenting leave on an intermittent or reduced leave schedule. “Intermittent leave” is leave taken in separate blocks of time due to a single qualifying reason. “Reduced leave schedule” is a leave schedule that reduces your usual number of working hours per workweek, or hours per workday.

If your need for parenting leave is foreseeable based on an expected birth or placement, you must give Kingland Systems reasonable advance notice of your intent to take leave; notice is expected to be given as soon as is practicable in advance of the leave.

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FMLA Leave for Serious Health Condition

If you are an eligible employee and if you have FMLA leave still available for the applicable 12-month period, you are entitled to “serious health condition FMLA leave” in the following circumstances:

- you have a serious health condition that makes you unable to perform the functions of your job; or
- you must care for your spouse, child, or parent who has a serious health condition.

Upon your request for leave, Kingland Systems may require that you provide reasonable documentation or a statement of family relationship.

The following definitions apply to the above provisions:

Spouse - your husband or wife as defined or recognized under state law for purposes of marriage in the state where you reside, including common law marriage in states where it is recognized.

Parent - your biological parent, foster parent, adoptive parent, stepparent or legal guardian. It also includes any individual who stands or stood *in loco parentis* to you when you were under age 18, or were age 18 or older and not able to care for yourself because of a mental or physical disability. “*In loco parentis*” includes those persons with day-to-day responsibilities to care for and financially support a child, or who had such responsibility for you when you were a child. A biological or legal relationship is not necessary.

Child - a (i) biological, adopted, or foster child, (ii) stepchild, (iii) legal ward, or (iv) child of a person standing *in loco parentis*, when the individual is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

Serious health condition - an illness, injury, impairment, or physical or mental condition that involves one of the following:

- **Hospital Care** - Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
- **Absence Plus Treatment** - A period of incapacity of more than three consecutive, full calendar days that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider. The first in-person visit must be within seven days of the first day of incapacity and the second treatment must take place within thirty days of the first day of incapacity and must be determined by the health care provider; or
 - Treatment by a health care provider on at least one occasion that occurs within seven days of the first day of incapacity and which results in a regimen of continuing treatment under the supervision of the health care provider. Any subsequent treatment or period of incapacity relating to the same condition that meets this definition will also be considered a serious health condition.
- **Pregnancy** - Any period of incapacity due to pregnancy, or for prenatal care.
- **Chronic Conditions Requiring Treatments** - A chronic condition is one that
 - Requires periodic visits for treatment (two or more visits must occur annually) by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;

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- Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- Multiple Treatments (Non-Chronic Conditions). Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Incapacity - for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from.

Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not ordinarily "serious health conditions" unless inpatient hospital care is required or unless complications develop. Unless complications arise, problems such as the common cold, flu, ear aches, upset stomachs, minor ulcers, non-migraine headaches, and routine dental problems are not ordinarily serious health conditions.

General Requirements for Serious Health Condition FMLA Leave and Injured Servicemember FMLA Leave

If the health care provider certifies that it is medically necessary, you may take serious health condition FMLA leave and/or injured servicemember FMLA leave on an intermittent or reduced leave schedule. If you request serious health condition and/or injured servicemember FMLA leave on an intermittent or reduced leave schedule for scheduled medical appointments, Kingland Systems may temporarily transfer you to an alternate position with equivalent pay and benefits.

Your serious health condition FMLA leave and/or injured servicemember FMLA leave will be unpaid unless you have earned and unused vacation or sick leave, which must be used, if available and applicable, during your FMLA leave. If you qualify for paid disability or other paid benefits during FMLA leave, your FMLA leave will run concurrently with your receipt of any such benefits. If the reason you are on FMLA leave is due to your own workers' compensation injury, your FMLA leave will run concurrently with any workers' compensation absence and receipt of any workers' compensation benefits, if applicable.

If your need for serious health condition FMLA leave and/or injured servicemember FMLA leave is foreseeable, you must make a reasonable effort to schedule medical treatment so as not to disrupt unduly Kingland Systems' operations. In all cases, you must notify Kingland Systems at least 30 days before the time when you intend to start your leave, or as soon as is practicable.

Your request for serious health condition FMLA leave must include certification from the health care provider stating, among other information, the following:

- approximate date that the serious health condition started;
- probable duration of the condition;
- other relevant medical facts regarding the condition, and
- if the requested leave is for your own serious health condition, then the certification must also state whether you are unable to perform any of the functions of your position and, if so, what functions.

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If the requested leave is to care for your spouse, child, or parent with a serious health condition, then the certification must also state:

- the care needed by the patient and why such care is medically necessary; and
- the estimated amount of time you will be needed to provide such care.

If you are requesting intermittent or a reduced leave schedule, then the certification must also state:

- that intermittent or reduced leave schedule is medically necessary; and
- the expected duration of such leave.

If you do not provide the certification in a timely manner, Kingland Systems may delay continuation of your leave until you submit the certification. If you do not provide the certification, your leave might not be considered FMLA leave and you will not have any of the rights or protections of the FMLA.

Kingland Systems may require recertification as allowed by the applicable regulations.

If Kingland Systems has reason to doubt the validity of the certification, it may require, at its own expense, that you obtain the opinion of a second health care provider of its choosing. If the second opinion differs from the opinion in the original certification, then Kingland Systems may require, at its own expense, that you obtain the opinion of a third health care provider designated or approved jointly by you and Kingland Systems. The opinion of the third health care provider shall be final and binding.

Your request for injured servicemember FMLA leave must include certification from a United States Department of Defense Health Care Provider or other approved provider, all as defined by the FMLA regulations. An appropriate certification form will be provided to you.

FMLA Leave Benefits And Restrictions

During the period of your FMLA leave, Kingland Systems will maintain your coverage under its group health plans (e.g., health and dental) on the same terms as if you had continued performing your job duties for the duration of your leave. If you do not return to work from your FMLA leave for a period of at least 30 calendar days because of a serious health condition, as certified by a health care provider, or for other reasons beyond your control, then Kingland Systems will require you to repay group health insurance premiums it paid to maintain your coverage during any unpaid portion of your leave. If you do not return to work from your FMLA leave for a period of at least 30 calendar days for any other reason, then you will be required to repay Kingland Systems for the premiums it paid during any unpaid portion of your leave. If you do not return from your FMLA leave, you will be entitled to COBRA continuation of your coverage under the group health and dental plans (as applicable) as allowed by law.

During any unpaid portion of your FMLA leave, you will retain all benefits accrued before, and not used during, your FMLA leave.

At the end of your FMLA leave, Kingland Systems will restore you to the position you held before your leave started or to an equivalent position, except as provided under applicable law. For example, if you are on FMLA leave, your rights to continued FMLA leave, maintenance of health benefits, and job restoration end if and when your employment relationship ends with Kingland Systems. This means, for example, that if a reduction in force occurs during the time you are on FMLA leave and you are one of the employees who is scheduled to be reduced, your employment with Kingland Systems will terminate at the same time as the other employees being laid off even if you are on FMLA leave at that time.

While you are on FMLA leave, Kingland Systems may require you to periodically report on your status and intention to return to work. Before returning to work from FMLA leave for your own serious health condition, Kingland Systems may require you to provide certification from a health care provider of your fitness to return to work. If such certification is required but not received, your return to work may be delayed until the certification is provided or your employment may be terminated.

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If you are not able or do not wish to return to work at the end of your FMLA leave, you may apply for a personal leave of absence. The Kingland Systems will consider such requests on a case-by-case basis. The Kingland Systems reserves the right to grant or deny such requests in its sole discretion in compliance with applicable law. If leave is not granted, then you must return to work. If you do not return to work, you will be considered to have voluntarily resigned your employment with Kingland Systems.

While you are on FMLA leave, you may engage in other work or employment only if you held the second job prior to going out on FMLA leave and only if you are able to perform the second job within the same medical restrictions that prevent you from performing your job at Kingland Systems. If you otherwise engage in other work or employment while on FMLA leave, you will be considered to have violated the terms of your leave and to have voluntarily terminated your employment with Kingland Systems.

Nursing Mother Breaks

Kingland Systems Corporation will allow an employee who needs to express breast milk for her infant child reasonable break time to do so for one year after the birth of the child. If possible, the break must run concurrently with the employee's regularly scheduled break or lunch time for a non-exempt employee. If a non-exempt employee must take the break at a time other than her regularly-scheduled break, the break time will be unpaid. The Company will make reasonable efforts to provide a room or other location in the close proximity to the employee's work area, other than a bathroom, where the employee can express her milk in privacy.

Pregnancy Disability Leave

If the employee is eligible for parenting leave under the Family and Medical Leave Act ("FMLA") policy, then the employee's rights are governed solely by that policy. If the employee has exhausted or is not eligible for FMLA leave, then the employee may be permitted to take leave under applicable Iowa law. The Company complies with Iowa law, where applicable to the employee, which allows leave of absence to an employee disabled by pregnancy, childbirth, or related medical conditions for the period of the employee's disability or for eight weeks, whichever is less. Employees are expected to contact the Human Resources Department regarding requests for such leave. Employees seeking additional leave or leave for other reasons should consult the Personal Leave policy.

Personal Leave Of Absence

Kingland Systems Corporation may, in its discretion and on a case-by-case basis, consider requests for personal leave by employees who have exhausted other leave, or who do not qualify for other leave due to length of service or other factors, and need to be absent due to illness, injury or disability, or other reasons. The personal leave request is expected to be made in writing by the employee. Requests will state the leave requested and the reason for the leave and will be submitted to the Human Resources Department. KSC may, at its discretion, require proof of illness, injury or disability or other appropriate information from the employee, the employee's healthcare or mental health professional(s), or health care or mental health professional(s) selected by KSC, where the leave is requested due to illness, injury or disability.

Employees will be required to use any accrued and unused vacation and sick time (if applicable) during any personal leave. Vacation and sick time does not accrue during any personal leave. An employee on personal leave may continue certain group insurance coverage under COBRA provided the employee pays the premiums required of the employee. KSC may, for business reasons and in its discretion, fill an employee's position during the period of the leave. At the end of the leave, the employee may be returned to his or her original position, if such position is still available, or may be considered for other available positions at the discretion of the Company.

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Employee Benefits

Disclaimer

Kingland Systems Corporation has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of KSC. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the applicable plan documents. Your eligibility and details regarding the benefits can be determined only by referring to the full text of the applicable plan documents, which are available for your examination from the Human Resources Department. To the extent that any of the information contained in this Handbook is inconsistent with the applicable plan documents, the provisions of the plan documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or as a contract between KSC and its employees, retirees or their dependents, for future benefits or for any other purpose. Benefits are subject to change at the discretion of the Company. As in the past, KSC reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, KSC reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions and Plan Documents, which are available from the Human Resources Department.

Health and Dental Insurance

Employees who regularly work 30 hours or more per week, who desire health and dental insurance coverage, must apply at the time of employment, or during an open enrollment period, which occurs on January 1 of each year and when a qualifying event occurs, such as marriage, divorce, or birth of a child. These events are required to be reported to Human Resources within 30 days of the event, if a change in benefits is desired. Participation in KSC's group health and/or dental insurance plans is voluntary. A "waiver of insurance" must be signed if participation is not desired. The effective date of coverage will be the first of the month after the employee's first day of work.

Flexible Spending Accounts

Eligible employees may voluntarily choose, during an open enrollment period, to contribute pre-tax dollars to their individual flexible spending accounts for Medical and/or Dependent Care. According to IRS regulations, if eligible medical or dependent care expenses that you incur during the calendar year are less than your elected amount of flex dollars for that year, you must forfeit the balance. For complete information regarding Flexible Spending Accounts, please refer to the Summary Plan Description.

Group Life Insurance

Kingland Systems Corporation currently provides up to \$50,000 term life insurance for all employees who regularly work 30 hours or more per week. The effective date of coverage is the first of the month following your hire date. Supplemental life insurance is also available on a voluntary, employee-paid basis. Eligibility is the first of the month after the employee's first day of work.

Short Term Disability and Long Term Disability

Employees who regularly work 30 hours or more per week, on a regular basis, are eligible for Short Term Disability (STD) Insurance and Long Term Disability (LTD) Insurance. Premiums for this coverage are paid for by KSC. STD insurance pays a maximum weekly benefit of \$1000. LTD insurance has a 90-day waiting period and pays 60% of current compensation up to a maximum of \$9,000 per month.

401(k) Plan

Kingland Systems Corporation offers a voluntary pre-tax salary reduction plan, which is available to all employees who are at least 21 years of age and who work more than 1000 hours in the plan year. Effective date of this benefit is

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typically 45-60 days following their start date. At the discretion of the Board of Directors, KSC may match a portion of the employee's contribution. Further details about the Plan may be obtained from the Human Resources Department or the Summary Plan Description.

Workers' Compensation Benefits

The Company is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury no matter how minor, you must immediately notify your manager and the Human Resources Department. If your injury requires the attention of a doctor, contact the Human Resource Department to have an appointment arranged for you. In the case of an emergency, you should go to the nearest hospital emergency room for treatment and then utilize the approved clinic if additional treatment is necessary.

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Work Place Conduct

Drug & Alcohol Abuse

Kingland Systems Corporation is committed to providing its employees with a safe and healthy environment and our clients with reliable service and products of the highest quality. It is our general policy to maintain a work environment that is free of alcohol and illegal substance use and illegal prescription drug use.

The use of controlled substances or alcohol or the misuse of other drugs is inconsistent with the behavior expected of employees, subjects all employees, and visitors to unacceptable safety risks, and undermines KSC's ability to operate effectively and efficiently.

- Therefore, all use, possession, sale, solicitation, or transfer of drugs or alcohol while an employee is working, or is anywhere on KSC's or a customer's premises, including parking lots, or while operating KSC's or a customer's vehicles or equipment is strictly prohibited.
- Being under the influence of drugs or alcohol is similarly prohibited while the employee is working, or is anywhere on KSC's or a customer's premises, including parking lots, or while operating KSC's or a customer's vehicles or equipment.
- KSC further requires that employees report to work free of illegal drugs and alcohol, and free of other drugs that are capable of altering an employee's mood, perception, pain level, or judgment and affecting an employee's ability to perform his or her job.
- Employees must report to their supervisor when they are taking any medication – whether prescription or over-the-counter medication – that might cause dizziness or drowsiness that could affect any of their senses, motor ability, judgment, reflexes and affect their ability to perform their job.

As a furtherance of this policy, KSC has instituted a Pre-Employment Drug Testing policy for applicants who are provided a conditional offer of employment. A copy of this policy is available in the Human Resources Department.

This policy does not apply to the consumption in moderation of alcohol offered by the Company at Company-sponsored events where alcoholic beverages are served. This policy also does not apply to the consumption in moderation of alcohol when appropriate to entertain clients. In all such instances, the Company does not condone anything other than moderate and responsible consumption and does not condone inappropriate behavior.

Failure to comply with any part of this policy may result in discipline up to and including termination of employment in the discretion of KSC.

Smoking Guidelines

Kingland Systems Corporation has a strong commitment to provide a work environment that is safe and does not adversely affect the health of other employees. In an effort to support the Iowa statewide smoking ban that went into effect July 1, 2008, Kingland facilities and properties are also smoke free. These guidelines cover all employees working within Kingland facilities, and all independent contractors, visitors, and vendors performing services on Kingland facilities or properties.

KSC specifically prohibits the following activities:

- Smoking in all enclosed and outdoor areas that are Kingland property. This includes common work areas, conference and meeting rooms, private offices, hallways, restrooms, dining/break room facilities, stairs, parking lots, and sidewalks.

Additional breaks are not provided to employees who smoke.

Smoking within your personal vehicle on Kingland property is permitted.

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All instances of violating the smoking ban guidelines are to be reported to your manager or any member of the Human Resources Department.

Failure to comply with the components of these guidelines may result in disciplinary action, up to and including termination of employment at the discretion of the Company.

Appropriate Dress

Kingland Systems maintains certain standards of dress for all employees so that a professional image is upheld. Therefore, it is important that the appropriate clothing is chosen for specific jobs and is consistent with proper grooming.

To present an appropriate appearance, the following guidelines are expected to be followed:

1. Casual, business casual or professional attire will be permitted.
2. All clothing should be clean, non-wrinkled, and sized appropriately.
3. Dresses, skirts or shorts must have a hemline at no more than 4 inches above the knee.
4. Dress slacks, khakis, capris and good quality jeans are allowed.
5. Collared shirts, or other business casual style shirts, are required.
6. Sleeveless shirts are permitted if the straps are at least 3 inches wide.
7. Footwear is required at all times. Sturdy, open toed shoes are acceptable.
8. Clothing that is considered inappropriate and should not be worn during work hours includes:
 - Shorts and Bermuda shorts (This guideline is not applicable to interns in the Ames office.)
 - Flip flop sandals (This guideline is not applicable to interns in the Ames office.)
 - Torn or frayed jeans/pants
 - Sweatpants, jogging suits and other athletic pants
 - T-shirts and sweatshirts with logos, slogans or advertising, with the exception of KSC attire
 - Low cut or midriff revealing tops
 - Fashion extremes, such as halter tops, tube tops, spaghetti strap tops or cropped tops
 - Sheer clothing, unless a camisole, an undershirt or a full slip is worn underneath

When meeting with clients, employees should follow the client's dress policy, whether it requires professional or business casual dress. Business casual attire is appropriate for contact with clients at casual functions conducted outside the office, i.e., training sessions and conferences. Business casual clothing does not include blue jeans, tennis shoes or flannel shirts.

On days that clients are visiting the office and employees have been notified of the visit, business casual dress may be required. On these days, employees may be sent home and asked to change if they are not in appropriate attire.

If in doubt, don't wear it! Your manager and Human Resources have discretion over what is and is not suitable work attire. If you are wearing unacceptable clothing, you may be requested to change.

Appropriate Conduct

Kingland Systems Corporation success revolves around serving our clients and the respectful and appropriate treatment of clients, coworkers, vendors and all others with whom you interact in performing your duties and responsibilities to the Company. We are a service business and you are on the front edge of extending that service to our clients. Treat all clients, coworkers, vendors and all others with whom you interact in performing your duties and responsibilities to the Company with the respect and courtesy that you expect. As an employee of KSC, you **are** KSC.

Violence in the Workplace

Kingland Systems Corporation has a strong commitment to provide a safe and secure work environment for all its employees. The occurrence of violence or threats of violence and the presence of weapons in the workplace are inconsistent with these objectives. This policy is intended to reduce the risk of violence and unsafe acts. This policy covers all employees, and all independent contractors, visitors and vendors performing services for KSC.

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Violence - conduct (whether physical, verbal or written) which is intended to, or has the effect of, physically harming an individual or property, or creating the fear of physical harm or property damage.

KSC specifically prohibits the following activities:

- Engaging in, or threatening to engage in, an act of violence against an employee or others in the workplace
- Use, possession or sale of any weapon, including explosives, on KSC property
- Storing any weapon, including but not limited to guns, knives, or explosives, in a locker, desk, vehicle, lunch box, bag, purse, or other repository on KSC property
- The display or distribution of any racist or discriminatory literature, or the display of symbols related to hate groups, racist organizations, or slogans which support these organizations
- Refusing to submit to an inspection for the presence of a weapon that is requested by KSC or refusing to participate in an investigation pertaining to allegations or suspicions that violence has occurred, been threatened or is likely to occur

Kingland Systems has ZERO TOLERANCE regarding any threat or intimidation of any employee, visitor, or vendor, by anyone at Kingland Systems property.

Reporting Procedure

All employees are responsible for reporting suspicious activity, threats or incidents. KSC will not tolerate retaliation against any employee who has made a good faith complaint or report, or participated in an investigation, under this policy. All instances of violence or threatening behavior is expected to be reported to your supervisor, Human Resources or to any member of management to which you feel comfortable. When reports are received, regardless of how trivial they may seem, they will be investigated.

Any person who engages in violent acts or threatens to engage in violent acts or otherwise violates this policy will be removed from the premises, as soon as safety permits, and shall remain off KSC premises pending the outcome of an investigation. KSC shall determine the appropriate action to be taken.

Violation of this policy may result in disciplinary action, up to and including termination at the discretion of the Company.

Harassment, Retaliation and Offensive Behavior

Sexual Harassment

It is the policy of Kingland Systems Corporation to abide by the federal and state laws that prohibit sexual harassment and to maintain an employment atmosphere free of sexual harassment.

“Sexual harassment” can include unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when: (a) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; (b) submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual’s employment; or (c) that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment.

Here are some examples of conduct that may constitute sexual harassment:

- Use of offensive or demeaning terms that have a sexual connotation.
- Objectionable physical closeness, behavior, actions, or contact.
- Unwelcome suggestions regarding, or invitations to, social engagements or work-related social events, or unwelcome sexual or romantic advances.
- Unwelcome attention such as love letters, inappropriate e-mails, telephone calls or gifts.

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- Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors.
- Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors.
- Deliberate or careless jokes or remarks of a sexual or graphic nature, including remarks about an individual's appearance, body or personal life of a sexual or graphic nature.
- Displaying, creating, storing, accessing, transmitting, showing or sending (whether by e-mail, inter-office mail, voicemail, Internet, or otherwise) materials that have a sexual content or are of a sexual, pornographic or graphic nature including but not limited to cartoons, drawings, articles, pictures, narratives and other materials.
- Deliberate or careless creation of an atmosphere of sexual harassment or intimidation.

Sexual harassment will not be tolerated. If an investigation of a complaint of sexual harassment produces evidence that such behavior has occurred, appropriate disciplinary or other action will be taken, up to and including immediate discharge, at the discretion of KSC. All employees are expected to treat other employees, supervisors, managers, and others with whom they may come in contact during their work day with respect at all times.

Other Unlawful Harassment

It is the policy of KSC to abide by the federal and state laws that prohibit harassment based on anyone's protected class status and to maintain an employment atmosphere free of such unlawful harassment. This includes words or actions that are offensive to another based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, status with regard to public assistance or any other protected class under applicable federal, state or local law.

Harassment will not be tolerated. If an investigation of a complaint of harassment produces evidence that such behavior has occurred, appropriate disciplinary or other action will be taken, up to and including immediate discharge, at the discretion of KSC. All employees are expected to treat other employees, supervisors, managers and all others with whom they come in contact during their work day with respect at all times.

Retaliation

It is the policy of KSC to abide by the federal and state laws that prohibit retaliation. KSC will not tolerate retaliation against any employee or applicant because the individual has made a complaint or report, or participated in an investigation, under this Harassment, Retaliation and Offensive Behavior policy. If an investigation of a complaint produces evidence that such behavior has occurred, appropriate disciplinary or other action will be taken, up to and including immediate discharge, at the discretion of KSC. All employees are expected to treat other employees, supervisors, managers, members and all others with whom they come in contact during their work day with respect at all times.

Consequences

Each employee is expected to treat other employees, supervisors, managers and all others with whom he or she comes in contact during the work day with respect at all times. Each employee is also expected to immediately report any suspected sexual or other harassment, inappropriate behavior, or retaliation. If investigation of a complaint of alleged sexual or other harassment, inappropriate behavior or retaliation produces evidence that such conduct has occurred, appropriate disciplinary or other action will be taken, up to and including immediate discharge, at the discretion of KSC. KSC reserves the right to determine whether a particular conduct violates this policy or is otherwise inappropriate.

What You Should Do

Any employee who feels that he or she is being subject to sexual harassment, other harassment, inappropriate behavior or retaliation in any form has the right to immediately demand that the person stop such harassment or behavior at once. Any employee who feels that he or she is being subject to sexual harassment, other harassment, offensive behavior or retaliation in any form, or who believes he or she has witnessed sexual harassment, other harassment, offensive behavior, or retaliation is expected to immediately report the behavior to their immediate supervisor, the Managing Director, Human Resources or the Chief Financial Officer (CFO).

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No retaliation of any kind will occur because you have reported an incident of suspected sexual harassment, other harassment, offensive behavior or retaliation. We encourage you to help us keep KSC free of sexual and other harassment, offensive behavior and retaliation.

Accidents and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. KSC strongly encourages employees to communicate with fellow employees and their manager regarding safety issues.

All employees will be provided care, first aid and emergency service, as required, for injuries or illnesses while on KSC premises. Employees are expected to contact their manager, the nearest manager, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, KSC provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained at work or on the company's premises, it must be reported to the employee's manager immediately, who will then notify Human Resources of the incident.

Failure to report accidents is a serious matter and may result in disciplinary action, up to and including termination at the discretion of the Company.

If You Have A Problem or Concern

Kingland Systems Corporation promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss any problems with their manager so appropriate action may be taken. If the manager cannot be of assistance, Human Resources is available for consultation and guidance. The following steps are expected to be taken in the event an employee believes that he/she has a legitimate work-related concern:

- The employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate manager.
- If the situation is not resolved, or if the employee does not feel comfortable discussing the concern with his/her immediate manager, the employee should contact the next level manager or a member of the Human Resources Department. KSC will attempt to resolve the complaint within a reasonable period of time.

KSC is interested in our employees' success and happiness with us. We, therefore, welcome the opportunity to address employee concerns.

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Voicemail, E-Mail and Internet, and Systems and Software Use, Company Property

KSC provides its employees with many resources so that they can perform their jobs, including computers, telephones, facsimile machines, copy machines, Internet access, and other resources. These resources, including but not limited to the information, files and data transmitted by or stored on them, are the sole property of the Company and are intended for business use. Any personal or other use that KSC deems inappropriate may result in discipline up to and including termination at the discretion of the Company.

Employees must not under any circumstances use KSC's computers, e-mail, telephones, Internet access, copy machines, facsimile machines, voice mail, supplies, or other equipment and resources to engage in any conduct that violates the law, violates any KSC policy, including but not limited to KSC's Harassment, Retaliation and Offensive Behavior policy, the Confidentiality policies, or which reflects poorly upon employees and/or KSC, or is inconsistent with KSC's interests.

Inappropriate use includes, but is not limited to, insensitive jokes, offensive pictures or messages, defamatory comments, virus propagation, or other abuse or misuse of KSC equipment and other resources. Employees must not send or receive by any manner copyrighted materials, trade secrets, confidential or proprietary information, financial information, or other such information without prior authorization.

Computers, systems, e-mail, and information, files and data transmitted by or stored on them are not private or confidential and employees have no expectation of privacy in any of them. KSC reserves the right to, and in fact does, inspect, monitor, review, retain, disclose, and/or use (collectively referred to as "access") computers, systems, documents, e-mail messages, instant messaging, text messages, and other electronic messages (both incoming and outgoing), and files (both computer and paper) in its sole discretion, notwithstanding any employee's use of passwords. KSC further reserves the right to access employee voice mail messages, lockers, desks, packages and containers, etc. found or brought onto KSC's premises. Any voicemail, e-mail, instant messages, text messages, information, files, data, or other material accessed by KSC may be disclosed and/or used as KSC deems appropriate.

KSC premises are monitored by a security camera monitoring system. KSC has the right to and does monitors activity on its premises by way of the security camera monitoring system. Employees have no expectation of privacy in activity engaged in on KSC premises or while performing services for KSC, or in any property or items stored or brought on to KSC premises or which are in the employee's possession while performing work for KSC.

A Special Caution Regarding E-Mail Content: The nature of e-mail and other electronic messages sometimes causes users to act as though they are engaged in a face-to-face conversation and, consequently, be casual or careless in their communication. E-mail and other electronic messages are not face-to-face conversations and they are not private. E-mail and other electronic messages result in a documented record that can be printed, shared with others, and retrieved months or years later, even if it has been deleted. Accordingly, employees are expected to use the same care and good judgment in their e-mail and other electronic messages that they would use in any written communication.

Software Use: Employees shall not install any general software on any KSC equipment without prior authorization by KSC Leadership. If an employee receives prior authorization to install software, the employee must provide IT Services with original software media or documentation of the appropriate licenses to use the software. At no time shall the employee install or use any software in violation of the terms of its license. Employees are also prohibited sending or accepting any software for development purposes, whether via the Internet, e-mail or otherwise, without prior authorization from your teams designated Software Architect. Employees may not download games or screensavers onto any KSC computer.

Employees may use software licensed by KSC on KSC's local area network or any of KSC's PC's for business purposes.

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Software or programs licensed by KSC may not be copied to any other computer including an employee's home computer.

Persons involved in illegal use or reproduction of software can be subject to damages, fines, and criminal penalties. KSC does not condone illegal duplication or use of software. Employees who make, acquire, or use unauthorized software will be personally responsible for the legal consequences and may be subject to discipline up to and including termination in the discretion of KSC.

Other: Employees may not password protect or encrypt any e-mail or data unless they first receive approval from Managing Director, IT and provide them with the ability to open such e-mail or data. Unless at the direction of KSC, employees may not bypass system security including, but not limited to, virus scans and firewalls.

Consent: *By using KSC's computers, e-mail, electronic messaging and other equipment and resources, employees consent to the terms of this Policy. If employees receive e-mail, text messages, instant messages, or other electronic messages, information, files, or data from non-employees on KSC equipment or using the Company's resources, such e-mail, information, files, and/or data are subject to the terms of this Policy. Accordingly, employees receiving such e-mails, text messages, instant messages, or other electronic messages, information, files, and/or data should advise such non-employees of this Policy.*

Violation: Any violation of this Policy may result in disciplinary action, up to and including discharge, and other legal action at the discretion of the Company.

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Telephone and Voice Mail Policy

Telephone Use Policy

The telephone is a primary communication source with our clients and business partners. Therefore, all employees are expected to adopt highly professional telephone skills and habits. Become acquainted with our phone and voice mail system and learn how to use each efficiently.

Always answer calls as soon as possible. Identify yourself, be helpful, pleasant and give information whenever possible. If you have frequent interactions with clients or prospects, update your voicemail announcement daily with relevant information about your availability and expected response time.

When leaving messages for clients or vendors, be as clear and concise as possible. Additionally you are expected to respond to all messages and calls as quickly as possible.

Although KSC realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, long distance personal calls may be made on KSC telephones only in cases of emergency.

Voice Mail Policy

Every Kingland Systems Corporation employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The Voice Mail system is the property of KSC. It has been provided by KSC for use in conducting company business. All communications and information transmitted by, received from, or stored in this system are company records and property of KSC.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the KSC Voice Mail system. KSC, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice.

Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the KSC Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish KSC's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to KSC as Voice Mail messages may need to be accessed by KSC in an employee's absence.

Even though KSC reserves the right to retrieve and listen to any Voice Mail messages, those messages are still to be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of KSC management.

Users should routinely delete outdated or otherwise unnecessary Voice Mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Any employee who discovers misuse of the Voice Mail system is expected to immediately contact the Human Resources Department. Violations of KSC's Voice Mail policy may result in disciplinary action, up to and including discharge.

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Miscellaneous

Internal Investigations and Searches

From time to time, Kingland Systems Corporation may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so. **KSC premises are monitored by a security camera monitoring system.-KSC has the right to and does monitors activity on its premises by way of the security camera monitoring system. Employees have no expectation of privacy in activity engaged in on KSC premises or while performing services for KSC, or in any property or items stored or brought on to KSC premises or which are in the employee's possession while performing work for KSC.**

Reference Checks

All inquiries regarding a current or former Kingland Systems Corporation employee must be referred to the Human Resources Department. No employee, other than an authorized employee of the Human Resource Department, may issue any information regarding current or former KSC employees, unless they have discussed the request with Human Resources, and have received permission to disclose the approved information below.

In response to an outside request for information regarding a current or former KSC employee, the Human Resources Department will furnish or verify an employee's name, dates of employment, job title and department. No other data or information will be furnished, unless the employee authorizes KSC to furnish this information in writing that also releases KSC from liability in connection with the furnishing of this information, or unless KSC is required by law to furnish any information.

Identification Badge

Kingland Systems Corporation is a Department of Commerce Safe Harbor site and hosts customer sensitive data that must be protected. Therefore, KSC is required to maintain secure facilities which includes security screening of personnel, visitors, vendors, clients, contractors and all others entering and working in Kingland Systems Corporation (KSC) company locations.

Each employee of Kingland Systems is issued a KSC proximity card coded with employee information that provides access to secure spaces via the badge reader. The card is coded to provide access consistent with the job assignment of each employee, and includes company locations at Clear Lake, Lake Mills, and Ames. Proximity cards are controlled by the Facilities department.

All guests of KSC are required to wear a visitor's identification tag while in any of the company locations listed above. Upon the receipt of their ID tag they are required to sign in at the front desk at the start of their visit and sign out at the end of their visit. Visitor ID tags will be returned to the front desk. If the visitor requires a personalized ID badge, the KSC employee host is expected to notify the Administrative Assistant prior to their visit. Visitors are not allowed un-escorted access into KSC facilities, and while within the facility, the KSC host is responsible for ensuring the visitor does not have unauthorized access to any KSC space, network, or equipment.

In the event that an employee loses or damages their proximity card, they must immediately notify the Operations staff, or other designated card issuing personnel at the employees work site so that cards' access may be cancelled. KSC will issue the first replacement card at no cost to the employee.

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Change History		
Version*	Date	Synopsis of Changes
1.0	9/15/00	Original Document
1.1	10/1/10	Entire document has been updated to reflect current practices and procedures.
1.2	1/15/11	Entire document has been updated to reflect regulatory compliance and include separate HR policies into the Employee Handbook for a more complete policy manual. Specific changes include: <ul style="list-style-type: none">• Added complete policy statements for Equal Employment Opportunity Statement, Americans With Disabilities Act and Conflict of Interest/Outside Employment• Vacation payout policy added to the Employee Handbook including vacation payout policy clarification• Clarification of vacation calculations• Added 6 week maximum for Jury Duty Leave• Inclement Weather Policy added to the Employee Handbook• Regulatory updates to Leave under the Family and Medical Leave Act• Added Nursing Mother Breaks• Added complete policy on Violence in the Workplace• Updated policy on Voicemail, E-mail & Internet• Added Identification Badge policy into handbook
1.2.1	1/31/2011	<ul style="list-style-type: none">• Updated Software Policy
1.3	9/1/2011	<ul style="list-style-type: none">• Updated Holiday Policy specific to Control Center employees.• Updated Vacation Policy for terminating employees.

*Don't forget to update the version number in the document header.

Change Control Statement

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