



Phone: 202-499-7840
1025 Connecticut Avenue N.W. Suite 1000
Washington, D.C. 20036

Employee Handbook



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I. Introduction to Company & Values

Welcome to E-Logic, Inc!

Started in 2007, E-Logic, aims to provide our customers with tailored new technologies and engineering professional services as a trusted partner. We deliver a low-cost and high-quality solution by attracting and retaining talented individuals with proactive visions and out of the box solutions to achieve client objectives and make significant, positive impacts on our customers' mission and vision statements. Founded by Luis Padilla, we pride ourselves in being a workplace that works hard, has fun, and serves our clients with A+ quality every day.

What Is Important To Being A Part Of The Team At E-Logic?

We believe that our customer is searching for a trusted partner that delivers information technology solutions based on industry standards.

- **Continuous Improvement** - Both for our own professional development and for the services we provide our clients, becoming an ever better version of ourselves is important to the very core of E-Logic. You're willing to learn, improve and innovate constantly.
- **Rolling Up our Sleeves** - No matter your level in the organization, you're willing to dive in head first to get work done and support the team. No one is above lending a hand and ensuring what needs to get done to achieve success is done.
- **Transparency** - We believe in being honest with our clients and with ourselves. You're willing to be open, trustworthy and truthful in all company dealings.
- **Creativity** - Our clients rely on our ability to be creative, to think "outside of the box", and to deliver winning solutions. While you are at E-Logic, you will strive to provide creative ideas and solutions to satisfy clients and help our business grow.
- **Excellence** - Our work is our art and you will demonstrate attention to detail, pride, and the highest quality behind every client account and each company project we work on.
- **Experiences** - Learning by experience is the way we grow. We shouldn't be afraid of failure if we're trying, learning, and moving forward. You will push yourself to try new things both personally and professionally, and share lessons learned with your peers.

In order to help you understand how we work together, E-Logic has prepared this Employee Handbook. It will help answer any questions you may have about E-Logic's operations and benefits, workplace practices, and communications. This Handbook supersedes any prior handbook, policy manual, benefits or practices of E-Logic, Inc. To the extent anything contained in this Handbook conflicts with an applicable summary description plans or other formal plan documents of benefits offered, the formal plan documents govern. The Handbook contains summaries of our benefits, work rules, and policies, as we cannot explain every policy and benefit in this Handbook.



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The Handbook is not, nor should it be considered to be, an agreement or contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. E-Logic's policy is that employment is "at will." You are free to leave E-Logic at any time, with or without a reason and with or without notice. E-Logic also has the right to end your employment at any time, with or without a reason and with or without notice, in accordance with applicable law. Although E-Logic may choose to end your employment for a cause, cause is not required. Further, E-Logic has the right to manage its work force and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice unless otherwise required by law. E-Logic may, at any time, in its sole discretion, modify or vary anything stated in this Handbook—except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified, on an individual or collective basis, by an express written agreement signed by the President and CEO of E-Logic.

We hope this Handbook will clarify our policies and procedures. Please feel free to discuss your questions and concerns with our President & CEO or your direct manager/supervisor.

Questions, suggestions, and concerns

We encourage you to bring your questions, suggestions, and concerns to our attention. While we are proud of the current relationship between management and employees, we recognize there is always room for improvement. We will give consideration to your concerns.

If you have a question, suggestion or concern, you may discuss it with your supervisor. Because you and your supervisor work closely on a daily basis, most concerns can be addressed and resolved at that level. However, if you otherwise feel uncomfortable speaking with your supervisor or have not received a satisfactory response you may contact the President.

E-Logic policies may change at any time, and staff employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable company policy, the policy will govern. If you have questions concerning this Handbook or a policy, consult your supervisor for clarification.



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II. Fundamental Employment Policies

E-Logic is an Equal Opportunity Employer

E-Logic provides equal employment opportunities to all employees, applicants, and job seekers, and is committed to making employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, disability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, family responsibility, personal appearance, source of income, credit history, housing status, matriculation, order of protection status, political affiliation, actual or perceived association with such a person, or any other class protected by law. E-Logic is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy or otherwise has questions regarding this policy, the employee may bring the matter to the attention of the President and CEO of E-Logic. E-Logic will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures in accordance with the investigation procedures described in the No Harassment Policy.

No employee will be subject to, and E-Logic prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

No Harassment Policy

E-Logic does not tolerate harassment of our job applicants, contractors or employees by another employee, supervisor, vendor, customer, or any third party. Any form of harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, disability, protected veteran status, military status, unfavorable discharge from military service, citizenship status, genetic information, marital status, parental status, ancestry, family responsibility, personal appearance, source of income, credit history, housing status, matriculation, order of protection status, political affiliation, actual or perceived association with such a person, or any other class protected by applicable federal, state, or local laws and ordinances is prohibited and will be treated as a disciplinary matter. E-Logic is committed to a workplace free of harassment.

How is Harassment Defined?



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Harassment as defined in this policy is unwelcome verbal, visual or physical conduct, based on an individual's protected characteristic, creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

How is Sexual Harassment Defined?

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

Reporting Procedures

The following steps have been put into place to ensure the work environment at E-Logic is free of harassment. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of his or her supervisor or the President and CEO of E-Logic. If the employee makes a complaint under this policy and has not received a



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satisfactory response within ten (10) business days, he or she should contact the President and CEO of E-Logic immediately.

Investigation Procedures

E-Logic will promptly investigate the facts and circumstances of any claim of harassment. To the extent possible, E-Logic will endeavor to keep the reporting employee's concerns confidential; however confidentiality cannot be guaranteed. Employees must cooperate in all investigations. During the investigation, E-Logic generally will:

- interview the complainant and the alleged harasser
- conduct further interviews as necessary
- document E-Logic's findings regarding the complaint
- document recommended follow-up actions and remedies, if warranted
- inform the complainant of E-Logic's findings.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally *must immediately* report the issues raised to the President and CEO of E-Logic.

Upon completion of the investigation, E-Logic will take corrective measures against any person who has engaged in conduct in violation of this policy, if E-Logic determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom E-Logic determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

No Retaliation

No employee will be subject to, and E-Logic prohibits, any form of discipline or retaliation for reporting perceived violations of this policy in good faith, pursuing any such claim, or cooperating in any way in the investigation of such claims in good faith. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of his or her supervisor or the President and CEO of E-Logic. Anyone, regardless of position or title, whom E-Logic determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination.

We cannot remedy claimed harassment or retaliation unless you bring these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents us from taking steps to remedy the problem.



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Reasonable Accommodation of Individuals with Disabilities

E-Logic recognizes and supports its obligation to endeavor to reasonably accommodate job applicants and employees with known physical or mental disabilities who are able to perform the essential functions of the position, with or without reasonable accommodation. E-Logic will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees with known physical or mental disabilities, unless doing so would impose an undue hardship on E-Logic or pose a direct threat of substantial harm to the employee or others.

An applicant or employee who believes he or she needs a reasonable accommodation of a disability should discuss the need for possible accommodation with the President and CEO or his or her supervisor.

Lactation Accommodation

E-Logic will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, as required by and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee.

E-Logic will make reasonable efforts to provide employees with the use of a room or location other than a lavatory for the employee to express milk in private. This location may be the employee's private office, if applicable. E-Logic may provide a lactation accommodation as additional break time if doing so would not cause an undue burden on E-Logic's operations. Please speak to your supervisor if you have questions regarding this policy.

Reasonable Accommodation of Individuals' Religious Beliefs and Practices

E-Logic endeavors to reasonably accommodate job applicants and employees with sincere religious beliefs or practices who are able to perform the essential functions of the position, with or without reasonable accommodation, in accordance with applicable law. E-Logic will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on E-Logic.

An applicant or employee who believes he or she needs a reasonable accommodation of a sincere religious belief or practice should discuss the need for a possible accommodation with his or her direct supervisor or the President and CEO.

Drug-Free And Alcohol Workplace

To ensure the high standards necessary to conduct E-Logic's business, and to comply with the requirements of the Drug-Free Workplace Act of 1988, E-Logic instituted this Drug-Free and



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Alcohol-Free Workplace Policy. E-Logic's purpose in implementing this policy is to provide a drug-free and alcohol free workplace in order to ensure a safe, healthy, and productive work environment for all employees. In addition to being concerned about your well being, there is equal concern that E-Logic's reputation and image is not compromised in any way. E-Logic's policy concerning drug and alcohol use and abuse is as follows:

- You must report to work in a fit condition to perform your duties. Being under the influence of drugs or alcohol is not acceptable.
- E-Logic prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or counter to published policy controlled substance in the workplace. The workplace includes E-Logic's offices and all premises used to further our programmatic objectives.
- You will not be terminated for voluntarily seeking assistance for a substance abuse problem, however, performance, attendance, or behavioral problems may result in disciplinary actions up to and including termination.
- If you are taking physician-prescribed medication, you must notify your supervisor if there is likelihood that such medication could affect your job performance and safety.
- A conviction for drug or alcohol abuse crimes will be considered to be in violation of our substance abuse policy. You may be subject to termination or required to submit to a bona fide drug or alcohol abuse rehabilitation program. E-Logic will inform appropriate law enforcement authorities of any drug-related crime that occurs in the workplace.
- "Drugs" means any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.
- "Abuses" means any use of any illegal drug, or use of any drug, including alcohol, over the counter, or prescription drugs when use is not in conformance with prescription requirements or circumstances where use is not permitted.

Employees who work for E-Logic's clients or at client sites may be subject to E-Logic's client's drug-free policies and agree to comply with client policies, as may be required by E-Logic's client engagement or by law.

Workplace Violence Prevention

We are strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to E-Logic's property. We specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

Threats, threatening language, or any other acts of aggression or violence made toward or by any E-Logic employee will not be tolerated. For purposes of this policy, a threat includes any verbal or



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physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation. Weapons are prohibited on E-Logic premises unless such prohibition is restricted by applicable law.

All potentially dangerous situations including threats by co-workers should be reported immediately to the President and CEO or to any other member of management with whom you feel comfortable. Reports of threats may be made anonymously. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

If an investigation confirms that threat of a violent act or violence itself has occurred, E-Logic will take appropriate corrective action. Anyone, regardless of position or title, whom E-Logic determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for E-Logic to be aware of any potential danger in our workplace. Indeed, we want to take every precaution to protect everyone from the threat of a violent act by an employee or anyone else.



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III. General Employment Information

At Will Employment

Your employment with E-Logic is at will, as described above in the Introduction section. Please refer to that policy for the terms governing this policy. Notwithstanding E-Logic's at will employment policy, if you have a contract of employment with E-Logic, your contract governs the terms of your employment.

Probationary Period

New hires undergo an initial 90-day probationary period. During the introductory probationary period, you will learn about your job and become familiar with E-Logic. Your probationary period is the time for you to ask questions about and understand E-Logic's policies and procedures, your job duties, and your performance expectations, which your supervisor will review with you.

Your supervisor will also closely monitor and assess your performance to ensure that you are able to meet your performance expectations by the completion of your probationary period. Probationary periods may be extended or reenacted as needed.

As an employee under his or her probationary period, your use of leave is restricted, as discussed in Leave Policies section of this handbook, and your access to or ability to contribute to other benefits and benefit programs offered by E-Logic may be restricted by E-Logic, as well. Please refer to the Summary of Leave and Benefits policies. Neither your probationary period nor the completion of your probationary period changes the at-will nature of your employment with E-Logic.

Employee Classifications

E-Logic employs a number of different types of employees:

- **Probationary Period Employees**—All employees, during the first 90 days of employment or any extension of that period. Probationary period employees may be eligible for some, but not all, Company benefits.
- **Regular Full-Time Employees**—Employees who are regularly scheduled to work at least 40 hours per week. Regular full-time employees are eligible for all E-Logic benefits, subject to the terms and conditions of the applicable plans.
- **Regular Part-Time Employees**—Employees who are regularly scheduled to work fewer than 40 hours per week. Part-time employees are eligible for some, but not all, E-Logic benefits, subject to the terms and conditions of the applicable plans.

In addition to the above classifications, employees are categorized as either Exempt or Non-



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exempt. Employees are informed of their initial employment classification and status as exempt or non-exempt upon commencing employment. E-Logic may change an employee's classification upon written notification to the employee. There are no automatic conversions from one classification to another. Please speak to your supervisor if you have any concerns or questions about your classification.

Non-Exempt Employees

Non-Exempt employees are eligible for overtime under the federal Fair Labor Standards Act (FLSA) and/or applicable state wage and hour laws. Non-exempt employees are entitled to an overtime premium for overtime work in accordance with state and federal law. For all hours worked in excess of 40 hours in one week, non-exempt employees will be paid at a rate of one and one-half times (1½) his or her regular rate of pay, unless otherwise required by applicable law. There may be exceptions to these standards where allowed by law.

Non-exempt employees are not permitted to work overtime unless it has been authorized in writing and in advance of working it by the employee's supervisor. He or she will be required to authorize any non-exempt employee's overtime hours entered on your time sheet.

Exempt Employees

Exempt employees are salaried employees whose combination of work duties and salary exempt them from the overtime provisions of the federal FLSA and any applicable state wage and hour laws. Employees classified as exempt receive a salary which is intended to cover all hours worked, and exempt employees are not eligible for overtime pay for work performed in excess of 40 hours in one week.

Personnel and Payment Records

In order to obtain your position, you provided us with a great deal of personal information, such as your address and telephone number. This information is contained in your personnel file.

It is important your personnel records are accurate and up-to-date. Certain information also is necessary to determine the amount of wage deductions for federal and state income tax. You should notify E-Logic of any change in your name, address, telephone number, marital status, number of dependents, or emergency contact telephone number.

Work Week

E-Logic's business hours are from 9:00 AM until 6:00 PM and the standard work-week schedule is Monday through Friday, with one, un-paid hour for lunch. Specific programs, events, meetings and activities may require additional time beyond normal business hours. See E-Logic's Employee



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Classifications policy for more information. All regular full-time employees are expected to work a minimum of 40 hours per week, meeting all operational requirements. Salaried, exempt employees are expected to complete tasks in a professional and timely manner and work beyond the 40-hour week when completing necessary and appropriate tasks.

When you begin your employment with us, you will be advised of your schedule. From time-to-time, it may be necessary to change your work schedule. Your cooperation with any such changes is both expected and appreciated. We will do our best to give you as much advance notice as possible of any changes in your work schedule. We also will try to keep all unscheduled changes to a minimum.

Attendance

The success of our organization depends upon the cooperation and commitment of each member of our team. Therefore, your attendance and punctuality are extremely important. Your fellow employees must bear the burden of your absence. Your responsibility to our organization and your fellow employees requires good attendance.

Please be at your work place and ready to work at your starting time. Give yourself enough time to make preparations to begin work prior to your starting time. However, if you are a non-exempt employee, we request you do not report to work more than five (5) minutes before your starting time and before you begin work without your supervisor's permission. We also ask that non-exempt employees not stay more than five (5) minutes after the end of your work day without your supervisor's permission. Non-exempt employees may never work off the clock.

We recognize there may be times when your absence or tardiness cannot be avoided. In that event, notify your supervisor as early as possible but not later than 8:00 AM on the morning of the day you must be absent from work. You must notify your supervisor or another management employee preferably by email, or if necessary, a telephone call, and you may not simply leave a voicemail message. Notice by text message is insufficient. Unless you have made other arrangements with your supervisor, you must call your supervisor each day of your absence. Refer to the Leave policy for additional information about how to notify your supervisor about your absence.

Failure to give your supervisor notice of your absence may result in disciplinary action. If you are absent due to the illness of yourself or a family member for more than three (3) consecutive work days or have a pattern of absence, E-Logic may require you to produce a certification from your healthcare provider. If you fail to notify your supervisor of your absence for three (3) consecutive work days, you may be considered to have voluntarily terminated your employment with E-Logic.



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A pattern of excessive or unexcused absences or tardiness may result in disciplinary action, up to and including termination.

Break Times

To ensure your general health and productivity, employees are offered paid rest breaks of no more than 15 minutes. Non-exempt employees are required to take an unpaid lunch time of 1 hour.

Timekeeping

All employees are expected to keep track of their time using the software provided by E-Logic for managing and recording daily starting, meal break, and ending times. Non-exempt employees are required to record when they arrive for work, whenever they leave the building for any non-business reason and during a meal period, regardless of whether they leave the premises. Employees must report an accurate record of the hours worked.

Under no circumstances are non-exempt employees to begin work more than five (5) minutes before their scheduled starting time or continue working more than five (5) minutes after their scheduled quitting time unless specifically authorized in advance by their supervisor. If a non-exempt employee works during his or her meal period, he or she will be paid for that time worked, but at no time shall he or she work in excess of 40 hours in a week without the express authorization of his or her supervisor in advance of working that time. Non-exempt employees may never work off the clock.

If an employee fails to record his or her starting or quitting time or there is an error on an employee's time records on the software provided by E-Logic, the employee should promptly notify his or her supervisor. All timekeeping records, as entered in the clocking attendance software provided by E-Logic, are deemed to be accurate. Employees may only record their own starting and quitting times. Recording starting and quitting times for other employees may lead to discipline, up to and including termination.

Performance Evaluations

We endeavor to schedule periodic performance evaluations generally at or around the end of the calendar year to give you an opportunity to discuss your work performance with your supervisor. In addition, your supervisor may give you regular input regarding your performance.

During your performance review, your supervisor will consider the following metrics, among others: attendance, initiative and effort, knowledge of your work, quality and quantity of work performed, and the conditions under which you work. Depending on your position, E-Logic may also consider additional criteria, including satisfaction of applicable goals or quotas, reliability and consistency of work product, and depth of subject matter knowledge. The performance evaluation



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is designed to identify your strengths and also inform you of areas where improvement may be required. Your performance evaluation may also provide an opportunity for you to discuss performance goals and targets with your supervisor.

Compensation

Employees at E-Logic are paid bi-weekly via check or direct deposit. If a payday shall fall on a Saturday, Sunday, or paid holiday, the employee will be paid on the Friday prior.

Deductions

The amount of compensation you will receive is provided in your offer letter. E-Logic is required to deduct specific amounts from your paycheck. These deductions may be taken pre-tax or post-tax depending on IRS tax rules. As an employee of E-Logic, there are certain mandatory deductions under federal law that must come out of employees' paychecks. They are:

- Social security (pre-tax)
- Medicare (pre-tax)
- Federal withholding taxes (pre-tax)
- State withholding taxes (pre-tax)
- Court-ordered garnishments/child support (post-tax)

In addition, E-Logic can make certain voluntary deductions from an employee's paycheck based on the employee's participation in benefits programs such as medical, dental, or vision insurance, and/or retirement plan contributions. You authorize these elective deductions, and they may be taken pre-tax, as laws permit. The amount of any particular elective deduction you authorize may change from time to time as benefit plans in place with E-Logic. If you have questions about your benefits plans or accessing E-Logic's Summary Plan Descriptions, please talk to your supervisor.

Finally, the Company may make deductions from an employee's pay for:

- Full day absences for personal reasons or sickness if vacation/sick leave has not yet been accrued, if used during the Probationary Period, and/or if an employee's accrued leave has been exhausted;
- Full-day absences for sickness or disability, if you have exhausted the paid time off available to you.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- To offset amounts received as payment for jury and witness fees or military pay, as applicable.
- During the first or last week of employment in the event you work less than a full week.
- Any workweek in which you perform no work for E-Logic;
- For hours not worked and authorized by management as unpaid leave.



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Any questions you may have about your paycheck or the deductions made should be addressed to your supervisor or the President and CEO.

Additional Factors for Compensation

Your pay is influenced by many factors, including your skills, experience, salary history, education, nature and scope of your job, performance, and E-Logic's budgetary needs. Eligibility for salary adjustments are based on a number of factors, including E-Logic's financial well-being and satisfaction of your performance criteria. Salary adjustments or raises are determined in the sole discretion of E-Logic. A good performance review neither guarantees a raise nor promises continued employment with E-Logic. E-Logic generally reviews compensation at or around the same time as performance evaluations, and implements salary adjustments in the first month of the calendar year.

Eligibility for a Year-End Bonus for performance that exceeds performance expectations is evaluated at the end of the calendar year, at or around the same time as performance evaluations are conducted. E-Logic may choose to issue a Year-End Bonus in its sole discretion and as it deems appropriate, and all Year-End Bonuses are subject to E-Logic's profitability.

Additional metrics for Account Executives' and Account Managers' compensation are detailed in E-Logic's Sales Guidelines, to which you should refer for additional information about performance expectations, compensation, quotas, commissions, exclusions, and benefits.

Safe Harbor For Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure you are paid properly and no improper deductions are made, you must review your pay stubs promptly to identify and to report all errors.

If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

As an exempt salaried employee, you receive a salary which is intended to compensate you for all hours you work for E-Logic. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time-to-time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

In any week in which you performed work, your salary may be reduced for any of the reasons discussed under the Deductions section above.



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In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability.
- Your absence on a holiday when E-Logic is closed, or because the facility is otherwise closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work, in accordance with applicable law.
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the President and CEO of the Company.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, E-Logic will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in E-Logic's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Expense Reimbursement

E-Logic will reimburse employees for reasonable, pre-authorized expenses incurred for business purposes including, but not limited to, meals, lodging, and transportation, as described in this policy.

All expenses eligible for reimbursement must receive written pre-authorization from the employee's supervisor before the expense is incurred in order for the expense to be eligible for reimbursement. Preauthorization requests should include itemized costs, quotes, and/or estimates whenever possible. Management retains sole discretion to limit preauthorized, anticipated expenses, including but not limited to for flights and car rentals, as well as any daily allowances.

E-Logic will reimburse mileage driven on your personal automobile at the current IRS-approved rate per mile for business travel, as required by law. Mileage incurred in an employee's commute to E-Logic's offices is not a reimbursable expense. E-Logic may reimburse employees for preauthorized expenses associated with travel via hired car services for reasonable distances (e.g. Uber, Lyft, Zip Car, and the like) for business travel. E-Logic retains the right to request that an employee consider an alternative or more economical mode of transportation, when such an alternative is available.

Requests for expense reimbursements should comply with E-Logic's practices and should be



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submitted, in writing, on an Expense Reimbursement Request Form to the employee's supervisor promptly and as soon as possible from the date the expense is incurred. In no case shall an employee submit an Expense Reimbursement Request greater than one month after the date the expense was incurred. Expense Reimbursement Request Forms must include itemized expenses and receipts for reimbursement. Management retains the right to request proof of preauthorization in order to fulfill any expense reimbursement request. Supervisors are responsible for first-level approval of expenses. Reimbursement Request Forms with first-level approval from a supervisor will be submitted to Accounting for final approval and payment. Incomplete Expense Reimbursement Requests may be rejected by management. Late Expense Reimbursement Requests, including requests submitted after the month in which the expense was incurred, may be rejected by management and may not be reimbursed on account of their delay.

In addition to business purchases on behalf of clients, E-Logic encourages employees to further their development of specialized knowledge in areas that will benefit their work with the Company. Expenses for tuition and fees for courses, conferences, lectures, and/or certifications that are directly related to an employee's work and will directly benefit the work the employee performs for E-Logic, shall require written pre-authorization from the employee's supervisor. E-Logic retains sole discretion to determine whether professional development expenses are directly related to the employee's work, will directly benefit E-Logic, and will be reimbursed. To that end, E-Logic may require the submission of additional materials or information from an employee who makes a request that such an expense receive preauthorization. If you have questions about such an expense, speak to your supervisor.

Resignation procedures

If you decide to terminate your employment, it is recommended that you give at least two weeks' notice to your supervisor in order to maintain a mutually respectful relationship. If you are working on a contract assignment, your notice period may be altered or governed by the terms of your contract or E-Logic's contract with its client. All resignations must be submitted in writing or by email to your immediate supervisor and the President and CEO or Human Resources Department.



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IV. Employment Standards and Codes of Conduct

Confidentiality Agreement

E-Logic considers certain organizational information to be confidential and/or proprietary. Such information should not be communicated outside the organization without proper authorization from your supervisor. Neither employees nor contractors shall misuse confidential information, including internal and client information and communications. Neither employees nor contractors shall misuse confidential information for purposes unrelated to the business of E-Logic. It is a condition of employment that the employee signs the

Confidential information can include: certain business information such as financial and marketing data, budget information, bid proposals, contract negotiations, and research and development ideas; information about program recipients or clients of a personal nature; business and client development strategies; the advice E-Logic provides to clients, E-Logic's internal business plans, tools, products, and strategy methods; personal identifying information of employees of E-Logic's, as well as that of E-Logic's clients' employees; system passwords and security codes; and information about client accounts, client information, client lists, and potential or prospective client lists. This list is not intended to be exhaustive. If you are not sure if the information you are handling is confidential, consult your supervisor.

Confidential information may also consist of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity's financial standing, employability, privacy, or reputation. E-Logic is bound by law or contract to protect some types of confidential information, and in other instances, E-Logic requires protection of confidential information beyond legal or contractual requirements as an additional safeguard.

When exposed to confidential information or when discussing or transmitting confidential information, you agree to take the following precautions to ensure the confidential information remains confidential:

- Do not reveal any confidential information except under the direction and with the approval of your supervisor;
- Make sure that confidential information is properly marked and secured before transmittal;
- Ensure that the recipient of the confidential information has a legitimate need to know the information;
- Avoid displaying confidential data where it can be easily observed;
- Immediately inform your supervisor of the loss of any confidential data;
- Limit reproduction and distribution of such information;
- Secure confidential documents in locked cabinets or containers when not in use; and



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- Make sure that you properly dispose of all confidential information.

Do not remove any of E-Logic's confidential information from E-Logic's office or client site, as circumstances may require, without specific authorization to do so. When you leave your employment at E-Logic, you agree to return all confidential and sensitive information directly to your supervisor. Your agreement not to disclose confidential information of E-Logic's survives your employment relationship with E-Logic, and you understand you are obligated not to disclose confidential information of E-Logic's or its clients after your separation from E-Logic.

Ownership of Material

All information that you write, develop, receive, or compile, including but not limited to publications, articles, speeches, reports, manuals, etc., during the performance of your duties at E-Logic automatically become E-Logic's property, whether or not written, developed, or compiled in your home or in our offices, and whether done during business hours or during other time, subject to applicable law, provided that the information is not exclusively owned by an E-Logic client.

Computers and Technology

The Company's information technology systems and the information served by those systems are valuable and vital assets to the Company. This includes all computer systems (hardware and software), communication systems (networks, telecommunications, video, and audio broadcast systems), and information (including but not limited to processes, documents, data, text images, and metadata) in any form on any media. E-Logic's Company-issued portable electronic devices (cell phones, laptops, and tablets), information technology systems, computers systems, communications systems, and information ("Electronic Systems") and all data that reside on them are E-Logic's property, are to be used for E-Logic's business, and may only be used in compliance with applicable law and in accordance with E-Logic's policies.

As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control. Employees should not use a password, access a file, or retrieve a stored communication that is not normally accessible to that employee from E-Logic's Electronic Systems.

Illegal duplication of software or violation of copyright laws by the duplication or sharing of software, or the distribution of copyrighted material, is strictly forbidden. E-Logic specifically prohibits the use of Electronic Systems in ways that are harassing, retaliatory or discriminatory, including to send or receive content that violates E-Logic's Fundamental Employment Policies, or that defames or slanders others. Employees may not access the Electronic Systems to log onto any



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websites that contain any such material, including any pornographic Web site, or any Web site that contains any discriminatory, harassing or retaliatory message.

In order to enforce these policies, E-Logic has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems. Staff employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, to, or from E-Logic's information technology systems.

Where E-Logic permits employees to use, for business purposes, personally-owned mobile phones, tablets, and similar portable electronic devices, such permission is contingent upon the employee's agreement to adhere to this policy, which is necessary to protect the security and integrity of both E-Logic's and its clients' information and data. If you are authorized to use your personally-owned portable electronic device for business purposes, you must take the following precautions:

- Your device must be password protected;
- Your device must have the automatic lock function enabled with the device is not in use or not manually turned off after 2 minutes of inactivity.
- You must immediately notify management of lost or stolen cell phones or devices. Lost or stolen cell phones not retrieved within 24 hours must be disabled completely through the employee's wireless services provider.

Social Media

Social media includes all forms of public, web-based communications and expression that brings people together by making it easier to publish content to many individuals. The Social Media Policy applies if you are authorized to represent E-Logic on social media platforms or if you choose to make references to E-Logic, its affiliates, or officers when you are using social media in a personal capacity. In order to post on external social media sites for work purposes, you will need prior approval from the Executive Director. Employees must avoid personal use of social media during work time or at any time with E-Logic's equipment or property.

You are personally responsible for the content you publish on blogs, personal websites, or any other form of social media. Be mindful that what you publish will be public for a long time. It also is inappropriate to use or disclose personal information (as explained below) about another individual or use or disclose E-Logic's confidential or proprietary information in any form of social media. For purposes of this Policy, personal information means an individual's Social Security number, financial account number, driver's license number, medical information (including family medical history) and other highly sensitive information. E-Logic's confidential or proprietary information includes such information as defined in the Confidentiality Agreement in this Handbook. All of E-Logic's rules regarding its confidential or proprietary information and personal information apply in full to



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social media platforms. Information that should not be disclosed through a conversation, a note, a letter or an e-mail also cannot be disclosed on a social media platform. Disclosure of confidential information, even unintentionally, can potentially result in harm to the individual, harm to E-Logic's business, clients and client accounts, or the government. Disclosure of confidential information presents the risk for legal liability to you and/or E-Logic, as well.

If you identify yourself as an E-Logic employee or discuss matters related to E-Logic's business on social media, please remember that although you may view your site as a blog or a personal project and medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for E-Logic. You must make it clear that the views you express are yours alone and that they do not necessarily reflect the views of E-Logic. To help reduce the potential for confusion if you choose to engage in social media activity in which you identify yourself as an employee of the Company, E-Logic encourages you to display a disclaimer in a prominent location on your page. For example, "The views expressed on this web site/blog are mine alone and do not necessarily reflect the views of my employer."

Without prior written approval from the President and CEO, no employee shall use any words, logos, or other marks that would infringe upon the trademark, service mark, certification mark, or other intellectual property rights of E-Logic or its business partners. All rules that apply to employee activities, including the protection of proprietary and confidential information, apply to all social media activity. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Conflicts of Interest

The purpose of this policy is to establish guidelines for conflicts of interest and potentially conflicting external commitments or engagements that arise in the course of an employee's duties and external activities. Generally, employees must not engage in external activities that interfere with their obligations, including job responsibilities for the E-Logic. Specifically, employees in sales and business development roles, including Account Managers and Account Executives, shall not engage in employment to perform the duties they perform for E-Logic with any other employer, including themselves. Employees will not damage the Company's reputation, compete with the Company's interests, or compromise the independence of the Company's research and business activities, or engage in activity that may be perceived to be doing so. Employees shall not personally profit or otherwise gain advantage as a result of the relationships arising from or out of their employment with E-Logic.

To protect company assets, we require all employees to avoid engaging in activities that create or may appear to create a conflict of interest with E-Logic's business. A conflict of interest or appearance of a conflict of interest is a situation, arrangement, or circumstance where the staff



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employee's outside or private interests or relationships interfere or appear to interfere with those of the Company, cast doubt on the fairness or integrity of the Company's business dealings, or both.

E-Logic understands that its staff employees may have or be involved in outside financial, business, professional, academic, public service, or other activities. However, outside activities or commitments, familial or other relationships, private financial or other interests, and benefits or gifts received from third parties may create an actual or perceived conflict of interest between an employee and E-Logic's business interests.

All employees are responsible for disclosing to their supervisors any of their own financial or personal interests, activities, or personal or familial relationships that result in or could result in an actual or perceived conflict of interest at their earliest opportunity. Employees must disclose and avoid actual and perceived conflicts of interest or commitment between their responsibilities at E-Logic and their external activities. Certain clients of E-Logic may also require employees to make additional disclosures of potential conflicts of interests, as required by law, and employees agree to make truthful and accurate disclosures to clients as required. Depending on the circumstances, employee participation in activities in which a conflict or perceived conflict of interest exists may be prohibited or may be permitted but affirmatively managed at E-Logic's discretion. Failure to disclose conflicts of interest could result in disciplinary action, up to and including termination.

Smoking Policy

To protect the health and safety of all employees, smoking is prohibited within the confines of the office building or other office space used for E-Logic's business.

Personal Appearance and Conduct

Many visitors come to our office throughout the year. Accordingly, it is important to maintain a business-like appearance, avoiding extremes in attire in the office and while serving our clients in the community. The key guideline: Dress in a manner that reflects well on our organization.

Certain attire is prohibited during work hours. Such items include, but are not limited to, halters, sweatshirts, visible undergarments, sandals, bathing attire, beachwear, shorts, and exceptionally revealing clothes. Casual clothing may be worn on days when an employee is not scheduled to facilitate a meeting or training; casual attire means khakis, cords, short-sleeved shirts, casual slacks, skirts and sweaters.

E-Logic also expects you to keep your workstations and work areas as orderly as possible and to maintain a working environment that is conducive to a shared workspace, including, by way of example, by taking measures to avoid disruptive or unruly behavior in your workspace, particularly when your workspace is near neighbors and clients, and maintaining a reasonably low volume on any audio devices or wearing headphones when appropriate.



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Progressive Disciplinary Policy

At E-Logic we take a constructive approach to employee relations so you know what we expect and so that inappropriate behavior does not occur.

While it is neither possible nor desirable to identify every possible infraction of this policy, employees must observe reasonable standards of conduct and may be disciplined when they do not. Some examples of misconduct include failure to comply with any E-Logic policy or practice, poor performance, or any other form of misconduct.

Corrective action may take the form of an oral warning, written warning, reprimand, suspension, or termination. E-Logic reserves the right to impose any form of discipline or corrective action it believes to be appropriate, including none at all. E-Logic manages personnel disciplinary matters case by case. Nothing in this Handbook should be construed as a promise of specific treatment in a given situation.

Corrective action is a process designed to identify and correct problems that affect an employee's work performance, the overall performance of the department, or both. Typically, progressive disciplinary process is expected to be applied consistently, as appropriate, within each unit and for each problem. However, as E-Logic retains the right to determine what disciplinary action is appropriate, it may determine progressive action is unnecessary, for example, in the cases of repeated misconduct or sustained unsatisfactory job performance, gravely unsatisfactory job performance, and/or egregious or grave violations of E-Logic policies and practices.

The Progressive Disciplinary Process refers to the following actions:

- Verbal warning;
- First Written reprimand and warning;
- Second Written reprimand and warning;
- (Optional) Suspension pending investigation and final determination; and/or
- Discharge.

Depending on the situation, any step may be repeated, omitted, or taken out of sequence; however, the Company reserves the right to effect immediate termination consistent with our rights as an at will employer at its sole discretion.

Typically, a meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern, the reason for the disciplinary action, and to provide the employee and opportunity to explain his/her position on the matter. If necessary, the corrective action is documented. Typically, corrective action will be resolved at the lowest possible level between the employee and his or her immediate supervisor. Supervisors should communicate directly with and meet with the employee in connection with the corrective action.



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In cases of serious workplace misconduct or unsatisfactory performance an employee is likely to be discharged immediately. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting or threatening to do so;
- Behavior or use of language of a threatening, abusive, or inappropriate nature;
- Misuse, damage to or loss of Company property;
- Falsification, alteration or improper handling of Company-related records;
- Unsatisfactory customer service;
- Disclosure or misuse of confidential information;
- Unauthorized possession or concealment of weapons;
- Insubordination (e.g., refusal to carry out a direct assignment);
- Misuse of the Company's electronic information systems;
- Possession, use, sale, manufacture, purchase or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants;
- Any action that violates federal, state or local law; or
- Any other form of misconduct deemed inappropriate by the Company.



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V. Summary of Leave and Benefits Policies

E-Logic offers a number of benefits to its eligible employees. Most benefits will be described for you in a benefits orientation meeting when you commence employment. This Handbook briefly describes some of those benefits.

The descriptions of the insurance benefits merely highlight certain aspects of E-Logic's plans for your general information only. The provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") (which may be revised from time to time) for the plans. Additionally, the official plan documents are available for your review upon your request from the President and CEO. In the determination of benefits or other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs.

Further, E-Logic (including the administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement.

While E-Logic intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. If you have any questions regarding your benefits, please contact the President and CEO.

Vacation Leave (to be phased out after December 31, 2018)

E-Logic provides vacation leave for use after the employee has completed his or her 90-day probationary period. Any use of vacation leave prior to 90 days will be at the discretion of management to approve on a case-by-case basis. All vacation leave is on a use-it-or-lose it basis that resets on January 1st of each year.

E-Logic defines "vacation leave" as foreseeable leave planned in advance for employee's personal use and time away from the office. All vacation leave accrues over the course of the calendar year. E-Logic provides the following amount of vacation time for employees unless otherwise specified in an employment agreement:

0-3 years tenure = 10 days or 80 hours
4-5 years tenure = 12 days or 96 hours
6+ years tenure = 15 days or 120 hours

An employee whose employment begins midyear shall accrue vacation leave at a pro-rated rate in his or her first year of employment. Vacation leave should be requested as far in advance of the dates requested as possible through our payroll system under your employee account. Vacation leave is granted at the discretion of your supervisor and should not interfere with the efficient



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operation of E-Logic's business. An employee who takes more leave than he or she has accrued through the date of that leave will be placed on unpaid leave. Unauthorized use of unpaid leave may result in disciplinary action at E-Logic's discretion, up to and including termination.

Sick Leave (to be phased out after December 31, 2018)

E-Logic complies with local, state and federal laws for sick leave. Accordingly, E-Logic offers 5 days of paid sick leave annually to all employees. Sick leave can be used to recover from illness, injuries, or health conditions; to obtain medical care, diagnosis, or preventative care; or to obtain care or services related to stalking, domestic violence or sexual abuse. Additionally, in accordance with D.C. law, sick leave may be used to recover from injury or disability caused by violence; to obtain services from a victim's organization; to obtain psychological or other counseling; to temporarily or permanently relocate; to take legal action or prepare for or participate in any civil or criminal proceeding; or to take other actions to enhance the safety or health of yourself or a family member, or another who associates with you. You may use sick leave as it accrues throughout the year for yourself or to care for your family members for any reason protected by D.C. law. Probationary employees in their first 90 days of employment may be restricted from using accrued sick and safe leave unless the leave is unplanned, as provided by law.

Sick leave should be requested by 8 am on the day in question preferably via email, or if necessary by a phone call to your supervisor (please note: voice mails and text messages do not suffice). No employee may carry over more than 24 hours of accrued, unused sick leave to the following calendar year. The minimum increment of sick leave an employee may use is 1 hour.

Employees will not be paid for their unused, accrued vacation and/or sick leave at termination. If an employee who has completed the Probationary Period has an unpaid, unused, accrued PTO balance at the time of his or her separation from employment with E-Logic and is re-employed by E-Logic within one year, the employee will be entitled to reinstatement and immediate use of his or her PTO, in accordance with the law.

Paid Time Off (effective January 1, 2019)

Effective January 1, 2019, all employees will accrue Paid Time Off (PTO) only. No employee shall be permitted to roll over more than a total of 24 hours of accrued, unused sick leave balance from 2018 into 2019. This change in leave policies will eliminate any distinctions between vacation and sick leave. PTO is provided for the use and benefit of our employees to spend time away from the office as our employees choose, including to recuperate, care for family members, and relax. We encourage the use of accrued PTO and its use will be regulated as follows:

E- Logic will provide the following PTO to employees based on the employee's years of employment with the Company, unless otherwise specified in an employment agreement:



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Years of Employment Completed with E-Logic	Rate of PTO Accrual based on a full time schedule	Total PTO per Calendar Year	Cumulative Maximum of Unused, Accrued Leave Carryover
0-3 years	1 hour per 17.333 hours worked, or approximately 4.61 PTO hours per pay period	120 hours (15 days)	24 hours
4-5 years	1 hour per 15.294 hours worked, or approximately 5.23 PTO hours per pay period	136 hours (17 days)	24 hours
6 years or more	1 hour per 13.000 hours worked or approximately 6.15 PTO hours per pay period	160 hours (20 days)	24 hours

Routine Use

Routine use of PTO is foreseeable and should be requested in advance using E-Logic's payroll system under the employee's account. Employees should request PTO for approval as early as possible in advance of the anticipated use of the PTO.

Unforeseeable or Unplanned Use

If an employee's use of PTO is unforeseeable, and a request for PTO cannot be made in accordance with E-Logic's routine use of PTO policy, unplanned, previously unapproved requests for use of PTO should be made not later than 8:00 AM on the day PTO is intended to be used, preferably via email, or if necessary, by a telephone call to the employee's supervisor. Leaving a voice mail for one's supervisor shall not suffice as adequate notice of use of unplanned PTO. Text messages to the employee's supervisor shall not suffice as adequate notice of use of unplanned PTO. Unless the employee has made other arrangements with his or her supervisor, the employee must call his or her supervisor each day of the employee's unplanned absence. Failure to comply with unplanned use of PTO policy may result in disciplinary action, up to and including termination.

E-Logic's PTO policy is in accordance with applicable local law requirements and may be used for qualified purposes under the Accrued Sick and Safe Leave Act, including, but not limited to use for reasons: to recover from illness, injuries, or health conditions; to obtain medical care, diagnosis, or preventative care; or to obtain care or services related to stalking, domestic violence or sexual abuse. Additionally, in accordance with D.C. law, sick leave may be used to recover from injury or disability caused by violence; to obtain services from a victim's organization; to obtain psychological or other counseling; to temporarily or permanently relocate; to take legal action or prepare for or participate in any civil or criminal proceeding; or to take other actions to enhance the safety or



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health of yourself or a family member, or another who associates with you. You may use sick leave as it accrues throughout the year for yourself or to care for your family members for any reason protected by D.C. law.

After the use of three consecutive days of unplanned, previously unapproved PTO, E-Logic reserves the right to request certification from the employee upon his or her return to work to substantiate the reason for the employee's unplanned absence from work. If requested, such a certification must contain a signed document from a health care provider affirming the employee's illness; a police report indicating the employee was a victim of stalking, domestic violence, or sexual abuse; a court order; a signed statement from a victim and witness advocate or domestic violence counselor affirming that the employee is involved in legal action related to stalking, domestic violence, or sexual abuse; or another signed document, as required by law. Failure to produce requested certification promptly upon the employee's return to work may result in disciplinary action. Employees shall not be retaliated against for making use of PTO for reasons protected by law.

An employee who has completed the Probationary Period may roll over not more than 24 hours of accrued, unused PTO each calendar year. No more than a total of 24 hours of accrued, unused PTO shall be permitted to be rolled over between consecutive calendar years.

Additional PTO Rules

Probationary Period employees may not make routine use of PTO within the first 90 days of their employment with E-Logic. A Probationary Period employee's use of unplanned, previously unapproved PTO during his or her first 90 days of employment may be approved by management on a case-by-case basis if the need to use accrued PTO is unforeseeable and notice of the type required for unforeseeable PTO is given to the employee's supervisor. Use or misuse of unplanned PTO within the Probationary Period, including failure to produce any requested certification, may result in the extension of a Probationary Period of employment with E-Logic, or discipline, up to and including termination.

An employee who takes more leave than he or she has accrued through the date of that leave will be placed on unpaid leave. Unauthorized use of unpaid leave may result in disciplinary action at E-Logic's discretion, up to and including termination.

The minimum increment of PTO an employee may use is for 1 hour.

Employees will not be paid for their unused, accrued paid time off at termination. If an employee who has completed the Probationary Period has an unpaid, unused, accrued PTO balance at the time of his or her separation from employment with E-Logic and is re-employed by E-Logic within one year, the employee will be entitled to reinstatement and immediate use of his or her PTO, in accordance with the law.



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Medical and Family Leave

E-Logic is a small business and complies with all requirements under federal, state, and local laws to provide employees with required leave and accommodations. Though not expressly covered by the DC Family and Medical Leave Act, in the event an employee has a need for medical leave for personal or family use, E-Logic is committed to reviewing such a request on a case-by-case basis. E-Logic will endeavor to provide unpaid leave or flexible working arrangements for employees in good standing who have worked for the company for at least 1,000 hours and worked continuously, without a break in service, for at least 12 months.

Employees making use of any leave of absence granted by E-Logic will be required to exhaust all accrued paid leave before making use of unpaid leave.

Consistent with E-Logic's Reasonable Accommodations for Individuals with Disabilities Policy, E-Logic complies with all federal, state, and local laws governing requests for reasonable accommodations. If you have questions about this policy, you should contact your supervisor.

Bereavement Leave

E-Logic offers up to 3 days or 72 hours for bereavement leave for employees with an additional 1 day or 8 hours for funerals that require travel of over 100 miles. E-Logic reserves the right to require proof of need for bereavement leave.

Paid Holidays

E-Logic provides the following paid holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the Friday after Thanksgiving
- Christmas Day

If a holiday falls on a weekend, the paid holiday will be either the Friday before or Monday after the weekend instead.

Inclement Weather

E-Logic realizes that employees are often affected by various factors in situations regarding inclement weather: child care, school closures and delays, location of residence, transportation, etc. For these reasons, E-Logic has strived to develop a closing policy that keeps the safety of its



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employees first and foremost in mind, and thus follows the closing and delay procedures as listed by the federal government's Office of Personnel Management (OPM). If OPM is closed, E-Logic is closed and all full-time employees will receive their regular pay for the hours or days missed due to inclement weather; if OPM announces a delayed opening, E-Logic will operate on the same delayed opening schedule.

Absent a closing or delay announcement by OPM, employees may take leave to take the appropriate precautions related to inclement weather. Leave may be paid, if it is available to the employee, or unpaid, if their leave is unavailable for use or otherwise exhausted. In either case, use of leave must comply with notification requirements of the applicable leave policy.

If there is advance notice of potential inclement weather, full-time, exempt employees may take work home and/or remote access in to complete work and will be paid for this time, in accordance with applicable law.

Working Remotely

Generally, all E-Logic employees are expected to comply with the Attendance policy. Permission to work remotely is required from the President and CEO, and permission to work remotely is considered on a case-by-case basis, at the sole discretion of E-Logic, or as required by law. Management retains the right to revoke any allowances to work remotely at any time.

Professional Development

Each employee is encouraged to further his or her personal and career development. Courses of study approved for reimbursement by E-Logic are subject to the discretion of E-Logic pursuant to the Expense Reimbursement Policy. Payment of fees for conferences or other training opportunities shall be made in accordance with the Expense Reimbursement Policy, and when such plans:

- are complementary to E-Logic's purposes;
- are deemed of special or needed benefit to the individual's career; and
- will not interfere with satisfactory discharge of responsibilities even though training may occur during normal working hours.

Professional development and special training is not subject to the accrual of "over-time" hours.

Jury Duty

You must give prompt and reasonable advance notice to your supervisor that you have been summoned for jury duty and provide a copy of the jury summons in order to receive compensation while on jury duty. You are not required to use paid time off for such time off, but you may choose



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to do so. During this time, full-time employees will be compensated by payment of an amount equal to the difference between their jury duty pay and their regular wages for up to five days. All employees are permitted to take unpaid leave as needed to perform jury duty, and if paid leave is not taken for jury service, an employee's leave will otherwise be unpaid, unless otherwise provided by applicable law.

Employees will not be discharged solely because of job time lost by the employee as a result of the employee's response to a summons requiring the employee to appear for jury duty. Employees will not be discharged solely because of job time lost by the employee as a result of responding to a summons for jury duty, or as a result of attending court for service or prospective service as a petit or grand juror.

Military Training Leave And Military Leave

E-Logic complies with all applicable state and federal military leave laws.

Unemployment

All employees will be enrolled in the District of Columbia's Unemployment Fund and will be eligible for benefits as determined by the regulations governing said fund. E-Logic will make all necessary deposits.

FICA

E-Logic participates in FICA and will make the contributions and withdraw employee match in accordance with applicable law.

Insurance and Retirement Benefits

Eligible E-Logic employees may participate in a variety of insurance and retirement programs. These programs are explained fully in information you will receive during your orientation and throughout the course of your employment, as you may become eligible for them.

The specific benefit plans that apply to you may vary. Therefore, please refer to the separate benefits booklets given to you at the time of your enrollment in any benefit plans for further information. Your supervisor and the President and CEO are also available to answer any questions you may have concerning your eligibility and coverage.

E-Logic may modify or rescind any benefits provided after notice to you. More information can be obtained from your supervisor or the President and CEO.



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VI. Acknowledgment of Receipt of the Employee Handbook

I have received and read a copy of E-Logic's Employee Handbook. As an employee of or contractor for E-Logic, I agree to comply with all of its terms and conditions. I also understand that the policies and benefits described in it are subject to change at the sole discretion of E-Logic at any time, with or without notice.

At-Will Employment

I understand that my employment is at will, and neither myself nor E-Logic has entered into a contract regarding the duration of my employment. I am free to terminate my employment with E-Logic at any time, with or without reason or notice. Likewise, E-Logic has the right to terminate my employment with or without reason or notice, at the discretion of E-Logic, subject to applicable law. No employee of E-Logic can enter into an employment contract for a specified period of time, or make an agreement contrary to this policy without the written approval from the President and CEO.

Confidential Information

I am aware that during the course of my employment, confidential information will be made available to me, as described in the Confidentiality section of this Handbook. Pursuant to that policy, I understand that this information is proprietary and critical to the success of E-Logic and must not be given out or used outside of E-Logic's premises or with employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company, or for my personal gain.

UNDERSTOOD & AGREED

Employee's Signature

Date

Employee's Printed Name

Position

Witness' Signature

Date

Witness' Printed Name

Position



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