



Employee Handbook

Associates and Software Engineers

Table of Contents

Welcome!	7
Introduction	8
Our Mission, Vision, and Values	9
Code of Conduct	10
General Employment Policies and Practices	11
Recruitment and Hiring	11
Anti-Discrimination	11
Equal Employment Opportunity	11
Immigration Law Applicable to All Employees	12
Employees and Applicants with Disabilities	12
Reasonable Accommodation	12
Background Checks	13
Security Clearance	13
At-Will Employment	13
Operating Hours	14
Attendance and Punctuality	14
Inclement Weather	15
Holidays	15
Dress Code and Public Image	16
Business Professional	16
Business Casual	16
Casual	16
Anti-Bribery	17
Policy Statement	17
Policy Purpose	17
Policy Scope	18
Penalties	18
Gifts, Travel, Entertainment and Other Expenses	18
Government Officials	18

■ ■ ■ ■ ■

Commercial Partners.....	19
Recordkeeping.....	20
Third Parties' Compliance with Revature's Anti-Bribery Policy.....	20
Reporting Violations.....	20
Safety and Drug Use.....	22
Safety and Accident Rules.....	22
Emergency Contacts.....	22
Smoking.....	22
Drug-Free Workplace.....	23
Visitor Sign-In.....	24
Company Monitoring and Surveillance.....	25
Solicitation and Distribution.....	26
Internet and Privacy.....	27
Internet Access.....	27
Right to Monitor.....	27
Responsibilities and Obligations.....	27
Violation of this Policy.....	27
Social Media.....	27
Slack.....	28
Slack Account.....	29
Slack Channels.....	29
Rules.....	29
Telephones.....	30
Personnel Records.....	30
Photo and Video Consent.....	30
Employee Privacy.....	31
Personal Information.....	31
Collection of Information.....	31
Use of the Information Collected.....	31

■ ■ ■ ■ ■

Limited Disclosure	32
Data Breach.....	32
Workplace Harassment.....	33
Workplace Violence Prevention Policy	33
Reporting of Violations.....	34
Confidentiality	34
Retaliation	34
Prohibition of Harassment	34
Prohibition of Sexual Harassment	35
Prohibition of Other Types of Discriminatory Harassment.....	35
Reporting of Harassment	36
Investigations of Harassment.....	36
Disciplinary Action	37
Other Information.....	37
Supervisors' Responsibilities.....	37
Compensation	38
Payroll Practices.....	38
Direct Deposit	38
Salary Deductions and Withholding.....	38
Taxes.....	38
Garnishments/Support Orders.....	38
Insurance	38
401k Program	38
Timesheets	39
Overtime Hours	39
Insurance Benefits	40
General.....	40
Medical Insurance.....	40
Dental Insurance.....	40

■ ■ ■ ■ ■

Vision Insurance.....	40
Long-Term Disability Plan (LTD)	40
Life Insurance & Accidental Death & Dismemberment Coverage.....	41
Employee Contributions	41
Open Enrollment.....	41
Special Enrollment and Qualifying Events	41
Health Insurance Continuation through COBRA.....	42
What is COBRA continuation coverage?	42
When is COBRA continuation coverage available?	43
How is COBRA continuation coverage provided?	43
Are there other coverage options besides COBRA Continuation Coverage?	44
If you have questions	44
Keep your Plan informed of address changes	44
Plan contact information	44
Paid and Unpaid Leave.....	45
Accrual	45
Accrual Schedule	45
Usage	45
Using Paid Leave Off Project	46
Cashing Out Paid Leave	46
Location-Mandated Sick Leave.....	46
Bereavement Leave	47
Military Service Leave.....	47
Family and Medical Leave	47
Qualifying FMLA Events Include:	48
Definition of Terms.....	48
Procedures/Guidelines.....	51
Twelve Month Period	51
Total Leave Amount.....	52

■ ■ ■ ■ ■

Use of Paid Leave.....	52
Employee and Spouse Employed by the Company	52
Requests for Leave.....	52
Certification	53
Continuation of Benefits	53
Employee Status After FMLA Leave	54
Certification of Fitness for Duty	54
Employment During FMLA Prohibited	55
Pregnancy Accommodation and Lactation Breaks	55
Victims of Crime Leave	55
Civic Duty Leave	55
Jury Duty	55
Appearance as a Witness	56
Voting.....	56
Acknowledgement of Receipt of Revature Employee Handbook	57

Welcome!

It is our privilege to welcome you to Revature!

We are an IT Services company headquartered in Reston, VA. We provide highly trained and efficient software developers and IT professionals to our clients in various industries throughout the country. Our developers are actively working and supporting projects at various state and federal government agencies, international IT firms and Fortune 500 companies.

We wish you every success in your training and being placed on a project as an employee of Revature. This Handbook was developed to describe some of the expectations we have for all employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Introduction

This Employee Handbook ("Handbook") is a compilation of policies, guidelines and procedures currently in effect at Revature, LLC ("Revature" or the "Company").

The Handbook is designed to introduce you to our Company, familiarize you with Company policies while in training and on a project, as well as to provide general guidelines on work rules and office behavior, benefits, and other issues related to your employment. The Handbook will also help answer many of the questions that may arise relating to your employment.

The Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a policy or practice should be addressed to the Human Resources Department which can be reached at HR@Revature.com.

The Company reserves the right to modify, amend, and/or cancel any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

Our Mission

To create a pathway where university graduates with diverse backgrounds can build the knowledge, skills and abilities to reach their potential as technology professionals and leverage those talents to contribute to the growth and success of our customers.

...

Our Vision

To create the world's most diverse and dynamic community of highly skilled and creative technology pioneers who are able to affect change and promote progress.

...

Our Values

We are a group of people with wide-ranging passions and aspirations, united by common values. Our communities are inclusive, diverse, respectful, caring, and fun.

Our people are curious, creative, original, inspiring, and ambitious.

.....

Code of Conduct

At the core of our company are the hearts and spirits of our employees who are responsible for delivering the company's image and values. The goal of our Code of Conduct is to help guide Revature employees to what it means to be a positive role model and community member. Everyone must abide by our standards of decency as outlined in our Code of Conduct.

Respect will be shown for yourself, others, and our clients and partners. This will be done by displaying sincerity and compassion to everyone. Should there be a disagreement, Revature will always prove to be the respectful voice to maintain reason and composure.

Confidence should be held in your work, your teams, and your company. Always stand by your decisions and take ownership of your actions.

Forward-thinking is important to always be on the cutting edge of technology and business practices. Always be looking for what's next, be open and looking for ways to improve yourself, and plan for what your next step will be.

Inclusiveness allows many people from diverse cultures and backgrounds to work together. It connects our employees and increases success for everyone. All our people should accept and support each other in their work.

Civility and charm will be shown by our employees by refraining from swearing in the workplace, acknowledging others with a smile and making eye contact, and welcoming others through warm interactions and firm handshakes.

Fun yet reserved, you should enjoy your job and relate with your teams while keeping your interactions professional and inoffensive.

Community members will all contribute by reporting issues, concerns, and improvement opportunities. Harassment, insults, threats, and abuse are unacceptable and should not be used in any capacity both in and out of the workplace.

By following the above guidelines, we hope that everyone will become models of what a great employee and team member should be. In general, we believe that if you carry sympathy and understanding with you at all times that you can easily integrate yourself into your teams and create lasting bonds with your coworkers. Through this, you will find work to be an exciting and fun experience and you will **move ahead faster**.

■ ■ ■ ■ ■

General Employment Policies and Practices

Recruitment and Hiring

The Company's primary goal when recruiting new employees is to fill project placement opportunities with persons who have the best available skills, abilities, or experience needed to successfully complete the Company's training program and to be placed on a project with a Company client. Decisions regarding the recruitment, selection and placement of employees are made on the basis of job-related criteria and the successful completion of the Company training program. As an equal opportunity employer, we will not make any employment related decisions based on any factor prohibited by applicable law, including, but not limited to, race color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, genetic information, age, disability, marital status, and veteran status.

Anti-Discrimination

The Company prohibits discrimination against applicants and employees on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, genetic information, age, disability, marital status, veteran status, and any other basis prohibited by federal, state or local law.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor, designated manager, or the Human Resources Department. Your complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith or who participates in the investigation of such a complaint, even if the result of the investigation produces insufficient evidence to support the complaint.

Equal Employment Opportunity

The Company is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, national origin, disability, age, genetic information, marital status, veteran status, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. If you require an accommodation to work based on any of these protected factors,

• • • • •

please notify the Human Resources Department, and the Company will evaluate the request and provide an accommodation in accordance with applicable law.

We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the Company's employees to perform their job duties. Our policy reflects and affirms the Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.

Immigration Law Applicable to All Employees

The Company complies with the Immigration Reform and Control Act of 1986 by employing only individuals who are authorized to work in the United States. All employees must provide acceptable documents verifying their identity and the right to work in the United States, within three (3) business days of their first day of employment. Employees must also sign and complete Section 1 of the Form I-9 no later than the first day of employment.

Employees and Applicants with Disabilities

The federal Americans with Disabilities Act (ADA), including changes made by the ADA Amendments Act, prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the Company's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, because of a record of disability, or because of a perceived disability. As a matter of Company policy, the Company prohibits discrimination of any kind against individuals with disabilities.

Reasonable Accommodation

Any employee or applicant who believes he or she suffers from a condition or impairment that rises to the level of a disability and that may preclude the employee from performing the functions of the position, should contact the Human Resources Department to discuss what accommodations, if any, will allow the employee or applicant to perform the essential functions of the position. The Human Resources Department may ask for information from your health care provider(s) regarding the nature of your impairment, the nature of your limitations, and the anticipated duration, or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

■ ■ ■ ■ ■

Reasonable accommodation may take many forms, including leave, and it will vary from one employee to another. Please note that, the Company does not necessarily have to provide the exact accommodation you want and does not have to provide an accommodation if doing so would cause undue hardship to the Company.

Background Checks

With the nature of the company and its clients, all offers made by the Company are contingent on successful completion of a background check. Background checks are administered through a 3rd Party Company. The Company complies with all applicable laws regarding conducting background checks and taking adverse action based on information contained in background checks. It is the responsibility of the employee to maintain a clear background both before and during training and employment with the company. Revature requires employees to self-report any arrests and convictions in writing, along with supporting documentation, to the Human Resources Department within forty-eight (48) hours of the arrest and within forty-eight (48) hours of conviction. Employees will be given a *Self-Reporting of Arrest and Conviction Information Form* to complete. The Human Resources team will then review the incident and inform employee of any resulting action which will be required.

Security Clearance

In addition to the standard background check, a large portion of clients the Company works with will require a security clearance to be achieved prior to the start of a work assignment. This is due to many clients working with federal contracts or subcontracts.

At-Will Employment

The Company hopes to enjoy a long and mutually beneficial working relationship with its employees. However, the Company has established and maintains a voluntary employment-at-will relationship with its employees to ensure maximum flexibility for the employee and the Company. This means that either the Company or the employee may terminate the employment relationship at any time, with or without cause or notice. Therefore, neither this Handbook nor the Company's policies and procedures constitutes a guarantee that employment will continue for any definite period of time or end only under certain conditions. Nothing in this Handbook or in the Company's policies and procedures constitutes an expressed or implied contract of employment or warranty of any compensation or benefits. No one other than the CEO of the Company has the authority to make any exception to this policy, and any such exception must be in writing.

• • • • •

Operating Hours

The training schedule is generally from Monday through Friday with core business hours of 9:00am to 5:00pm. Each training session's hours of attendance will be determined by its trainer. Upon being assigned to a project, hours will be based on client needs.

The corporate office building's operating hours are Monday - Friday from 7:00am - 7:00pm, and Saturday from 8:00am - 2:00pm. Any time outside of the building's normal operating hours, the doors to the building will be locked and the elevator will be deactivated. To gain access to the building you will need to be escorted by a member of the corporate team (either your trainer, recruiter, or other individual in the corporate staff).

If there is ever a maintenance issue within your classroom or other area in the office, do not attempt to fix it yourself. It should be promptly reported to Human Resources to address.

Attendance and Punctuality

It is important for you to report to training and to your project on time and to avoid unnecessary absences. The Company recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. Frequent absenteeism or tardiness, however, may result in disciplinary action up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Company.

Whenever you know in advance that you are going to be absent, tardy, or will need to leave work early, you should notify your trainer, immediate supervisor or the designated project manager in advance. If your absence is unexpected, you should attempt to reach your trainer or immediate supervisor as soon as possible but in no event later than one hour before you are due during training or at work, unless prohibited by an emergency situation. In the event your trainer or immediate supervisor is unavailable, you must speak with a manager. If you must leave a voicemail, you must provide a number where you may be reached if need be.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more may be considered to have voluntarily terminated his or her employment relationship.

Some, but not all, absences are compensated under the Company's leave and benefits policies. For more information on these instances, refer to Paid Time Off policies section in this handbook.

• • • • •

Inclement Weather

The Company is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your trainer.

There may be times when we will delay opening and on rare occasions, we may have to close. Use your best judgment when traveling to work in inclement weather and notify your supervisor, manager, or trainer in any situation which prevents you from traveling to your work or training location. You must adhere to client policies and guidelines regarding inclement weather while on a project.

Holidays

The Company's corporate office will be closed in observance of the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Keep in mind that the Company holiday schedule may not align with that of a client's work site. While on a project, you must abide by the office schedule provided by that client.

Dress Code and Public Image

As an employee of the Company, we expect you to present a clean and professional appearance when you represent us, whether you are in training or on a project. You are required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act professionally and extend the highest courtesy at all times to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and exceptional quality.

The Company dress code is business professional and business casual attire. Generally, clean and neat clothing is acceptable. On the first day of a project, you are required to arrive in business professional dress. After the first day, you will continue your work in business professional or business casual dress in accordance to the client's policies and guidelines. In case of a company or client event which calls for casual attire, clothing must maintain a clean, modest, and inoffensive appearance. Please see below for definitions of office attire the Company recognizes:

Business Professional

Top: Solid color blouse or collared button-down dress shirt with tie, suit with jacket

Bottom: dress pants or dress skirt extending to kneecaps, black, navy, or brown belt should be worn when belt loops are present and the belt should feature a modest buckle

Accessories: dress shoes, jewelry must be modest and no facial jewelry should be worn, hair ties should be modest in appearance without any adornments

Business Casual

Top: Collared button-down shirt (tie optional) or blouse or solid colored polo

Bottom: dress pants, khakis, or dress skirt extending to knee caps, black, navy, or brown belt should be worn when belt loops are present and the belt should feature a modest buckle

Accessories: dress shoes, jewelry must be modest and no facial jewelry should be worn, hair ties should be modest in appearance without any adornments

Casual

Top: Polo Shirt or blouse, solid-colored T-shirt (not an undershirt), or a T-shirt free of print which may be considered offensive in any way

Bottom: khakis or jeans without rips or holes, skirt or dress which extends to kneecaps

Accessories: closed shoes (no sandals), inoffensive jewelry may be worn, hair ties should be modest in appearance

DO NOT wear workout clothes, sweatpants or sweatshirts, or offensive or revealing clothing. If an event calls for activewear, clothing must still be inoffensive and modest.

■ ■ ■ ■ ■

Any employee who requires an accommodation regarding the Company's Dress Code and Public Image policy should notify Human Resources.

Anti-Bribery

Policy Statement

Revature maintains an Anti-Bribery Policy prohibiting any improper or unethical payment to government officials or a party to a private commercial transaction anywhere in the world by any Revature officer or associate (together, simply "Revature associates") or agent of Revature. This Anti-Bribery Policy is designed to comply with the requirements of the U.S. Foreign Corrupt Practices Act (the "FCPA"), the U.K. Bribery Act 2010 (the "U.K. Bribery Act") and the anti-bribery laws of any jurisdiction in which we do business. These laws generally prohibit bribes, kickbacks, or illegal payments to influence business transactions and require us to maintain accurate books and records and a system of internal controls.

Policy Purpose

Revature's Anti-Bribery Policy states:

No Revature associate or agent has the authority to offer payments of money or anything else of value, whether directly or indirectly, to a government official or a participant in a private commercial transaction to improperly induce that person to affect any act or decision in a manner that will assist Revature or any of its subsidiaries or divisions, or any of its associates or agents, to obtain or retain business.

Every Revature associate and agent has the obligation to record accurately and fairly all of their transactions involving any expense of Revature or any other transaction involving the disposal or transfer of Revature assets.

In addition to direct payments of money, other examples of prohibited payments would include the following made at the direction, or for the benefit, of a government official or a commercial business partner:

- gifts, or travel, meals, entertainment or other hospitality expenses;
- contributions to any political party, campaign or party official; or
- charitable contributions and sponsorships.
- Facilitating payments are not authorized by this Policy. These are payments of small amounts to a foreign government employee to expedite or secure performance of a routine, non-discretionary governmental action, such as properly obtaining visas, permits and licenses, police protection or utility services in a foreign country.

■ ■ ■ ■ ■

Policy Scope

The Anti-Bribery Policy extends to Revature's operations anywhere in the world, including all subsidiaries, divisions, agents, consultants or other representatives, as well as to any joint venture or other business enterprise in which Revature is a participant. The Anti-Bribery Policy is applicable to activities of individual Revature associates, as well as corporate and business unit programs, events, campaigns and other initiatives.

Penalties

Violations by any Revature associate of the anti-bribery laws or this Policy will result in progressive discipline, up to and including possible termination of such associate's employment with Revature. Violations by any Revature associate or agent can also result in severe penalties for both Revature and such individuals.

For example, individuals can receive five years of imprisonment and a \$100,000 fine for each violation of the anti-bribery provisions of the FCPA, and 20 years imprisonment and a \$5 million fine for each violation of the record keeping provisions of the FCPA.

The FCPA specifically prohibits a company from reimbursing an officer, director, stockholder, employee, or agent for fines imposed for violations of the FCPA, so any fines for violations for which you are responsible will be paid from your personal assets. In addition, and in accordance with Revature's general legal compliance policy, Revature will cooperate fully with law enforcement authorities in the investigation and prosecution of alleged violations of anti-bribery laws.

Gifts, Travel, Entertainment and Other Expenses

Government Officials

Revature permits Revature logo items (such as Revature logo pen and pencil sets, shirts, hats and other similar items) to be given to government officials as modest gifts in the ordinary course of business, provided that:

- such gifts do not exceed U.S. \$25 in value;
- only one such item per calendar year be given to any single government official;
- presenting any such gift will be in conformity with the written laws of the country in which the gift has been made; and
- the associate presenting such gift makes an immediate written report to such the CFO.
- Revature also permits reasonable expenditures for travel, meals and entertainment expenses legitimately related to tours of Revature's facilities, training in the use of Revature's products and services, or otherwise related directly to Revature's promotion of its products and services, provided such expenditures are not extravagant and otherwise conform to the limitations in this Policy and to the laws and customs (as recognized by the written local law

■ ■ ■ ■ ■

or a published judicial decision) of the country in which the expenditures are incurred. Before providing, directly or indirectly, any such travel, meals or entertainment expenditure for a government official, you must first obtain written permission from the CFO, who must review the proposed expenditure with the Executive Committee.

It will never be acceptable to offer any gift or incur any expense in expectation of receiving something in return (quid pro quo).

The following persons are considered "government officials":

- officers and employees of any government, department, agency, bureau, authority, instrumentality or public international organization;
- persons acting in an official capacity on behalf of a government;
- employees of entities that are owned or controlled by a government; and
- candidates for political office.
- The U.S. Department of Justice and the Securities and Exchange Commission have adopted a very broad interpretation of what constitutes an instrumentality of a foreign government. For purposes of this Policy, any entity with significant governmental ownership or influence shall be viewed as an instrumentality of a foreign government.

Commercial Partners

Other than for gifts with a value of no more than U.S. \$50 given or received in the normal course of business, neither you nor your relatives may give gifts to, or receive gifts from, Revature's current or prospective clients, vendors or any other commercial partners.

Presenting or accepting any other gifts to or from private commercial parties requires prior written approval from the CFO, who must review the proposed gift with the Executive Committee.

Revature permits accepting or incurring proportionate and reasonable expenditures for travel, meals and entertainment expenses legitimately designed to show appreciation to existing business partners, present products and services, or establish cordial business relations, provided that such expenditures:

- are not excessive and always appropriate to the nature of business relationship with the recipient;
- conform to the laws and customs (as recognized by the written local law or a published judicial decision) of the country in which the expenditures are incurred, as well as the policies, rules or codes of conduct of the recipient;
- do not place the recipient under an obligation or expectation to confer any business advantage in return for such hospitality (quid pro quo), or create an impression that the recipient's independence will be affected; and
- occur only occasionally.

■ ■ ■ ■ ■

- Before providing or accepting, directly or indirectly, any travel, meals or entertainment expenditure reasonably valued at more than U.S. \$250 for each guest, you must first obtain written permission from the CFO, who must review the proposed expenditure with the Executive Committee.

It is crucial that entertainment should not be given or received on such a scale that it forms an inducement to enter into a business transaction or arrangement which would not otherwise be undertaken.

Recordkeeping

Any gift, entertainment or hospitality given will be accurately recorded, and no expenditure may be made with the express or implied agreement that it is to be used for any purpose other than as described by the records reflecting the expenditure.

Third Parties' Compliance with Revature's Anti-Bribery Policy

Revature's obligation of ethical and legal behavior includes and encompasses the activities of Revature's agents, representatives, consultants and business partners (including joint venture partners), as well as any potential acquisition targets. Revature will be held accountable for the actions of third parties doing business in any market on behalf of Revature, so every associate and agent must remain vigilant to ensure such third party's actions are consistent with this Policy. Willful ignorance of facts or circumstances which make it likely that bribery could be occurring will be a violation of this Policy and anti-bribery laws.

Before establishing a relationship with any third party to represent Revature in any marketplace, sufficient due diligence must be performed to determine that the third party's commitment to ethical business practices is consistent with Revature's high standards and this Policy. Any arrangement with such third party should include proper contractual provisions and monitoring procedures to ensure compliance with anti-bribery laws and consistency with Revature's Anti-Bribery Policy. Particular care should be taken in any instance where the third party has interactions with government officials in the performance of its services on behalf of Revature.

Reporting Violations

Your conduct can reinforce an ethical atmosphere and positively influence the conduct of fellow associates. If you are aware of or suspect misconduct, you should report it to the appropriate level of management.

■ ■ ■ ■ ■

If you are still concerned after speaking with management or feel uncomfortable speaking with them, you should (anonymously, if you wish, if allowed by local law) contact Revature Human Resources by:

- *Direct phone:* 1-703-570-8180 (Accessible from all locations)
- *Mail:* send a detailed note, with relevant documents, to
Revature, 11730 Plaza America Drive, Reston, VA 20190, ATTN: Ethics
- *E-mail:* HR@Revature.com

Your inquiry will be dealt with confidentially, unless it is necessary to share such information in order to address the matter appropriately. Regardless, you have the commitment of Revature and of the Executive Committee of Revature that you will be protected from retaliation.

A failure to report known or suspected wrongdoing in connection with Revature's business of which a Revature associate or agent has knowledge may, by itself, subject that individual to disciplinary action.

Safety and Drug Use

Safety and Accident Rules

Safety is a joint venture at the Company. We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act.

As an employee, you have a duty to comply with the safety rules of the Company and you are expected to take an active part in maintaining this hazard-free environment.

You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workspace should be kept neat, clean and orderly.

You are required to promptly report any accidents or injuries – including any violations of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor. In addition, if you become ill or get hurt while at work, you must notify your manager immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Failure to abide by the Company's safety and accident rules may result in disciplinary action, up to and including termination.

Emergency Contacts

All employees are required to provide the Company with at least one individual to be used as a point of contact who can be reached in case of emergency. The emergency contact information should include the individual's name, phone number, e-mail address, and the relationship to the employee. Should there be any issues which come up at any time, your emergency contact will be notified using the information provided. If you wish to change your emergency contact information at any time, you will need to speak with the Human Resources Department.

Smoking

To provide a safe and comfortable working environment for all employees, smoking and the use of tobacco products are strictly prohibited at all times inside any Company building and within any company provided housing accommodations. There are designated smoking areas outside the building. If you need assistance locating these designated areas, you may speak with Human Resources or other corporate staff members to direct you.

• • • • •

Drug-Free Workplace

Revature takes the problem of drug and alcohol abuse very seriously and is committed to providing a substance abuse-free workplace for its employees. This policy is inclusive of Revature and customer premises as well as Company provided housing.

Revature explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises, or while performing an assignment, or while conducting any business-related activity at a customer site or any other place away from the Company's premises.
- Being impaired or under the influence of legal or illegal drugs or alcohol on Company or customer premises, or while performing an assignment, or while conducting any business-related activity at a customer site or any other place away from the Company's premises.
- Note: Medical marijuana is considered an illegal drug for the purpose of this policy.

Employees may use legally prescribed drugs on the job only if they do not impair the employee's ability to perform the essential functions of the job effectively and safely without endangering the employee or others. It is the employee's responsibility if he/she believes that the use of a legally obtained drug may impair job performance or safety to immediately notify HR of the concern. An employee shall report the concern prior to starting work or as soon as the condition becomes known. HR in conjunction with the employee's supervisor, where appropriate, will then determine whether the employee may continue to work, needs to take a leave of absence, or if other action is appropriate.

While on Revature's property or conducting business on behalf of Revature, employees must maintain any prescription drugs or over-the-counter medications in their appropriate containers and take any prescription or over-the-counter medication in accordance with prescribed instructions. The Company may conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company, in accordance with applicable law.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

■ ■ ■ ■ ■

- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol in accordance with this policy and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees seeking assistance in addressing substance abuse should contact the Human Resources Department, who can provide you with a toll-free number to call for support (EAP) and who can also help you determine any coverage available under the Company's medical insurance plan.

Any violator of Revature's substance abuse policy may be subject to disciplinary action up to and including termination of employment and breach of contract enforcement

Visitor Sign-In

As part of Revature's commitment to safety and security for all employees, staff, and visitors in our office, all visitors are required to report to the front office to sign-in as soon as they enter Revature's Headquarters. The HR Coordinator at the front desk will be the individual to greet visitors when they arrive.

Once Visitors arrive to Revature's office, they will be expected to sign the Sign-in Sheet located on the front desk in the main lobby. They will then be asked to submit either their Driver's License or another valid form of government-issued identification containing a photograph to confirm their identity. Once this is completed, visitors will be handed a Visitor Badge that they will be expected to wear in a visible place at all times while they are on campus.

Upon leaving the office, all visitors must sign-out at the front desk in the main lobby and return their Visitor Badge to the HR Coordinator. If the HR Coordinator is not present, visitors will still be expected to sign-out and return their Visitor Badge to the front desk.

Please note that all visitors must be escorted through restricted areas by a Revature employee. Additionally, Visitor Sign-in Records must be kept a minimum of 24 months.

■ ■ ■ ■ ■

Company Monitoring and Surveillance

To promote the safety of employees and company visitors, as well as the security of its facilities and proprietary information, Revature reserves the right to conduct video surveillance of any portion of its premises at any time, with the exceptions of private areas of restrooms, showers, and dressing rooms. Employees should not have any expectation of privacy in work-related areas. Video surveillance will be conducted in a professional, ethical, and legal manner, and will be used only where it is demonstrably necessary for the purposes of enhancing the safety of persons, or for the deterrence of theft or destructive acts.

Solicitation and Distribution

Solicitations for activities including signatures, charitable contributions, merchandise purchases, gift, birthdays, and all other purposes, must be conducted during your non-working time. Solicitation of one employee by another is prohibited while either person is on working time. Working time is all time when your duties require that you be engaged in work tasks, but does not include your own time - such as meal periods, scheduled breaks, and before and after work.

Distribution of non-work-related literature, leaflets, cards, notices, advertisements, or any other non-work-related material is prohibited in working areas. Under no circumstances may items be posted on a bulletin board or Company intranet sites without being reviewed and approved by the Human Resources Department. Additionally, posted materials are not permitted in common areas, including but not limited to, halls, lounges, meeting rooms, break rooms, or restrooms.

Using Company stationary, supplies, or equipment for non-work-related matters is prohibited.

Non-employees are not permitted to enter the Company's premises for purpose of making solicitations or distributing literature or any other written materials. For purposes of this policy, the Company's premises means inside the Company's facilities and on Company property.

Employees violating any of the above rules may be subject to disciplinary action up to and including termination of employment.

Internet and Privacy

Internet Access

Access to the Internet is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. While on a project site, all policies dictated by the client must be followed.

Right to Monitor

The Company Internet system is at all times the property of the Company. By accessing the Internet and Intranet provided by the Company, you acknowledge that the Company (by itself or through its Internet Service Provider) may from time to time monitor, copy, log, record, observe, and gather statistics on employee Internet activity and may examine all individual connections and communications. If using client provided internet resources, all activity may be monitored, copied, logged, recorded, observed, and have statistics gathered by the client.

Responsibilities and Obligations

Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright laws and intellectual property rights of both the Company and other parties always. When using web-based sources, you must provide appropriate attribution and citation of information to the websites.

Violation of this Policy

In all circumstances, use of Internet access must be consistent with the law and Company policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including prosecution for illegal activity and termination.

Social Media

The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether associated or affiliated with the Company or not, as well as any other form of electronic

• • • • •

communication. All principles and guidelines found in the Company rules, policies and procedures apply to an employee's social media activities online including outside of working hours.

Inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. Always be fair and courteous to fellow employees, customers, suppliers, or people who work on behalf of the Company. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, customers, suppliers, people working on behalf of the Company or competitors. Maintain the confidentiality of the Company's trade secrets and private or confidential information.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Company."

Nothing in this policy will apply to any postings made in the exercise of any rights granted to an employee by applicable law, including, but not limited to, the National Labor Relations Act.

If you have questions or need further guidance, please contact the Human Resources Department.

Slack

Slack is a communication channel used and managed by the company to increase the feeling of community both within teams and within the company to help encourage a fun and interactive work environment. By using Slack, your messages and posts should be in line with company views and values, and should not violate any company policies.

All messages can be accessed and viewed by Revature management team at any time and for any reason. Should it be found a user has violated any company rules or guidelines, the user may receive account restrictions including the deactivation of their Slack account. If Slack is used to violate any company policies, additional action may be taken.

■ ■ ■ ■ ■

Slack Account

- Your username should be one that is work-appropriate and inoffensive. Account names are viewable by all users. If your account name is considered offensive, you will receive a warning and be instructed to change the account username. Your recommended username is 'firstname.lastname'
- Display names should be your first and last name. If you wish to use an alias as your display name, this is permissible as long as:
 1. The name is inoffensive
 2. You can be identified by company representatives
 3. Nicknames being used should be fun and appropriate for the workplace
- If your account is suspended or deactivated, you must contact your trainer or a Revature Slack administrator to determine the reason the account was deactivated. If the reason for the deactivation was due to a repeat offense, a violation of a company policy, or separation from the company your account will not be re-activated until further notice.
- Should you wish to opt-out of having a Slack account, no action is required. While Slack is a useful tool for communicating with certain staff members and your team, as well as getting company news and event information, there is no penalty if you do not create an account.

Slack Channels

- #Community – Used to share information related to events, questions, or articles related to coding and software development.
- #General – Used by Revature management to post news, announcements, and company-sponsored events to the company.

Rules

- No using Slack for sending rude, insulting, or inappropriate comments to others (this includes explicit images, threats, harassment, slander, and any other message which may be considered not appropriate for the workplace).
- No insulting messages towards Revature, its staff, corporate partners, policies, etc. should be sent. If you have feedback you would like to share, the preferred communication method is via e-mail to HR@Revature.com.
- The "Community" channel is a link between all employees who are registered with Slack. This channel should be used solely for sharing events, ideas, advice, or information which contributes to the organizations' goals and mission.
- Personal issues, concerns, and questions which do not contribute to the Revature community and require assistance from Human Resources or other specific department should be

■ ■ ■ ■ ■

directed via e-mail to HR@Revature.com and NOT posted on Slack. While Slack is a useful tool for sharing information and asking questions, it does not support the HR ticketing process currently in place for responding to concerns and requests.

- At certain times, useful or relevant information will be “Pinned” for easy access. These posts can be accessed under the channel’s “Pinned” section in the channel. Posts which are pinned should contain content which would be helpful for others to have in the future.

Telephones

The Company telephone system is at all times the property of the Company. By accessing the telephone system through facilities provided by the Company, you acknowledge that the Company has the right to monitor, copy, log, and record its telephone system, including the voicemail system, from time to time to ensure that employees are using the system for its intended purposes.

You should restrict the practice of sending or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunch times.

Personnel Records

It is important that the Company maintain accurate personnel records always. You are responsible for notifying the Human Resources Department of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying Human Resources of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience. All documents related to employment will be retained by the Human Resources Department.

Photo and Video Consent

By accepting employment, you authorize the Company, its employees, subsidiaries, or agents the right to take photographs, videotape, or digital recordings of you and other employees in relation to business-related events and to use these in any and all media. Further, names and identities may be revealed therein or by descriptive text or commentary. The Company is entitled to all rights to exhibit this work in print and electronic form publicly or privately without further required consent, but you may request in writing the removal of any media with your name or likeness in which you wish not to be displayed publicly. There will be no financial or other remuneration for photographs or recordings.

• • • • •

Employee Privacy

In this age of the Internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data (the "Personal Information") which we collect from you is important to us. It is equally important that you understand how we handle this data. The Company will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Personal Information

Personal information is generally defined as an individual's first name or first initial and last name, in combination with any one (or more) of the following data:

- Social Security number;
- Driver's license number or state identification card number; or
- Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

Note: Personal information generally does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records or widely distributed media.

Collection of Information

While conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with the Company, and those required by governmental agencies.

Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- Human Resources Management. We collect, store, analyze, and share (internally) Personal Information to attract, retain, and motivate a highly-qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.

■ ■ ■ ■ ■

- **Business Processes and Management.** Personal Information is used to run our business operations including, for example, scheduling work assignments, managing Company assets, reporting and releasing public data (e.g., annual reports, etc.); and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal Information to identify you and to communicate with you.

Limited Disclosure

The Company acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information. We will not knowingly disclose, sell, or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except where disclosure is reasonably necessary to comply with or permitted by applicable law.

Data Breach

Revature will provide notice of any breach of security following the discovery of the breach to any employee whose personal information was breached (or is reasonably believed to have been breached).

Such notice will generally be made without unreasonable delay, but not later than 90 days after the discovery of such breach—unless a shorter time is required under federal law—subject to the requests of law enforcement and the completion of an investigation by the business to determine the nature and scope of the incident, to identify the individuals affected, or to restore the reasonable integrity of the data system.

Revature will offer to each resident who has had certain personal information breached (or reasonably believed to have been breached) appropriate identity theft prevention services and (if applicable) identity theft mitigation services. Such service(s) will be provided at no cost to such resident for a period of at least 12 months. Such person must also provide all information necessary to enroll in the service(s) and must include information on how affected residents can place a credit freeze on their credit files.

Any person that maintains computerized data that includes personal information that the person does not own must notify the owner or licensee of the information of any breach of the security of the data immediately following its discovery, if the personal information of an employee was breached (or is reasonably believed to have been breached).

■ ■ ■ ■ ■

Workplace Harassment

Workplace Violence Prevention Policy

The Company is committed to maintaining a safe workplace that is free from threats and acts of intimidation and violence. The Company has **zero tolerance** for violence against any member of the workforce, any other persons in the workplace, or its property. If faced with these situations, the Company will take swift and remedial action to protect the rights of employees and others. All reported incidents will be investigated following procedures listed in the Handbook.

- Prohibited acts of workplace violence include threats, intimidation, physical attack or property damage.
- A threat is an expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action was intended as a threat, the totality of the circumstances will be considered.

Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his/her safety or the safety of others. It includes but is not limited to stalking or engaging in actions intended to frighten, coerce or induce distress.

Threat of Violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another. Physical attack is unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting, etc.

Act of Violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another. No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on Company property including company provided housing and project work locations.

Violence or threats of violence include but are not limited to:

- Any act that is physically abusive or
- Any physical or verbal threat, behavior, or action which is interpreted by a reasonable person to carry the potential to harm or endanger the safety of others, to result in an act of aggressions; or to destroy or damage property.

• • • • •

Reporting of Violations

Any Company employee who is the subject of, or a witness to, a suspected violation of this standard should report the violation to your immediate supervisor, designated manager, or the Human Resources Department. An emergency, perceived emergency, or suspected criminal conduct should be immediately reported to the local police department.

Confidentiality

Confidentiality will be maintained insofar as it is legal and ethical but it is not guaranteed. Depending upon the facts of a case it may be necessary for the Company to take action, including consultation with others.

Retaliation

To better ensure a safe workplace and to encourage responsible reporting of violence in the workplace, retaliation or harassment against a person making a report in good faith or participating in an investigation of violence will not be tolerated and may be subject to the person engaging in alleged retaliation to discipline, including, but not limited to, termination of employment. Deliberately false or misleading reports of violence under this policy will be handled as incidents of unacceptable personal conduct and the employee making such false or misleading reports will be subject to disciplinary action up to and including termination.

Prohibition of Harassment

The Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. The Company will not tolerate actions, words, jokes or comments based on an individual's sex, race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, veteran status, disability, sexual orientation, gender identity or expression, age, genetic information, marital status, or any other characteristic protected by applicable law. To reinforce this commitment, the Company has developed this policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment.

Please note that while this policy sets forth our goals of promoting a workplace free of harassment, the policy is not intended to limit Company's ability to discipline or take remedial action that is unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or unwillingness to submit to sexual advances will affect the terms or conditions of employment.

■ ■ ■ ■ ■

Prohibition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature, whenever: 1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) the individual's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances—whether they involve physical touching or not.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
 - Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
 - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
 - Physical conduct that includes touching, assaulting, or impeding or blocking movements.
 - Inquiries into one's sexual experiences or discussion of one's sexual activities.

Prohibition of Other Types of Discriminatory Harassment

It is also against Company policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual (or that of the individual's relatives, friends or associates) because of race, color, religion, national origin, pregnancy, childbirth or related medical conditions, veteran status, disability, sexual orientation, gender identity or expression, age, genetic information, marital status, or any other characteristic protected by applicable law that:

- has the purpose or effect of creating an intimidating, hostile or humiliating work environment; or
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

■ ■ ■ ■ ■

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to a protected characteristic (such as race); or
- written or graphic material that is circulated in the workplace, or placed anywhere in Company premises such as on an employee's desk or on any Company equipment or bulletin boards that denigrates or shows hostility toward an individual or group because of a protected characteristic.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Reporting of Harassment

An individual who believes that any actions or words of a Company supervisor, manager, employee, volunteer, or a person associated with the Company or its clients constitute unwelcome harassment has the responsibility to report the situation as soon as possible.

Also, anyone who believes that she/he has witnessed harassment directed toward other employees or applicants has a responsibility to report the situation as soon as possible. The report should be made to any of the following persons:

- Any supervisor or manager in his/her reporting line;
- A member of the HR Team;
- A member of the Executive Team;
- The COO and/or CEO

Investigations of Harassment

All allegations of harassment will be promptly and appropriately investigated, and employees are required to cooperate in any investigation. To the extent practicable under the circumstances, confidentiality will be protected against unnecessary disclosure. An investigation will generally include a private interview with the person making a report of harassment. It will also generally be necessary to discuss allegations of harassment with the accused individual or with other employees with potential information. When the Company has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct, of the general results of the investigation.

Employees involved in a harassment investigation, including the complainant, other witnesses, and the alleged harasser should not discuss the allegations, the investigation or other matters related to the allegations of sexual harassment with other employees. Employees should keep this information confidential, but should inform those who are investigating the matter of the details.

■ ■ ■ ■ ■

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, Company will take appropriate disciplinary action, up to and including termination of that person's employment, and may include other forms of disciplinary action that the Company deems appropriate under the circumstances.

Other Information

The Company strongly encourages employees to bring concerns about possible harassment to its attention. Employees may also direct inquiries or file a formal complaint with the government agencies responsible for enforcement of employment discrimination laws. Using Company's complaint process does not prohibit you from filing a complaint with these agencies.

Supervisors' Responsibilities

All managers and supervisors are expected to ensure a work environment free from all forms of harassment. They are responsible for the application and communication of this policy within their work area. Managers and supervisors should:

- Encourage employees to report any violations of this policy before the harassment becomes severe or pervasive.
- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment and discrimination is not permitted.

It is the responsibility of all management to ensure that any report of harassment or discrimination in any form is taken seriously and, in all cases, reported to Human Resources. All supervisors and managers must be completely committed to maintaining a safe and happy work environment for all employees and applicants. If you would like more information on how to handle a harassment report, speak with Human Resources.

Compensation

Payroll Practices

The Company's normal payrolls schedule is biweekly on Fridays. The standard work week is Saturday through Friday. Payroll will be paid 2-weeks in arrears. This means that time worked will be paid 2-weeks behind real time on the following pay cycle.

Direct Deposit

The Company encourages employees to have their paychecks direct deposited into an account of their choosing. Multiple accounts may be specified for processing your paycheck and any time you would like to update your direct deposit accounts you may access the company payroll system to update your records. For more information on the program and how to access all paystubs and W-2 documents online, speak with Human Resources.

Salary Deductions and Withholding

The Company will withhold the following from your paycheck:

Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Garnishments/Support Orders

Any orders issued by a court or government agency requiring the Company to deduct a designated amount to send to a creditor or dependent or former spouse.

Insurance

The contribution to health insurance or other insurance premiums for selected by you and any eligible family members or to other contributory benefit programs.

401k Program

The contributions selected by you for payment into a personal retirement savings program provided by the Company.

All deductions from your paycheck will be indicated and itemized on your paystub. If you ever feel a deduction has been made incorrectly, contact payroll or Human Resources.

• • • • •

Timesheets

All employees are required to submit timesheets to account for all compensable time. If paid or unpaid leave is taken, it must be designated on your timesheet. Any employee who is currently working on a client project is required to submit supporting documentation including client approval for all billable hours. If timesheets are not submitted properly or prior to the deadline there may be a delay in payroll processing until the following payroll is processed.

Overtime Hours

Because of the nature of our business, a project on which you are placed on may periodically require you to perform additional work in excess of the standard 40-hour workweek in order to complete a project or task within any set deadlines.

The Company is committed to complying with all aspects of applicable federal, state, and local wage and hour law, including the Fair Labor Standards Act. Nonexempt employees will receive overtime pay at a rate of 1 ½ their regular rate of pay for hours worked in excess of 40 in a given workweek, or in accordance with applicable state/local law if applicable state/local law provides for greater overtime protections.

Exempt employees are not eligible for overtime pay. Exempt employees are expected to work as many hours as required to perform the duties of their position.

Nonexempt employees must receive advance written approval from Revature and their supervisor before working any overtime. If you are on a project where Revature and/or a client does not agree to pay for overtime hours, you are not authorized to work for that time and you must respectfully and professionally decline the overtime hours.

Paid absences, such as PTO, holiday leave, etc., are not counted as time worked for purposes of calculating overtime.

Employees must always report all hours worked. Working "off the clock" is not permitted and no supervisor or manager may ever direct an employee to do so. If an employee believes he or she has been directed to refrain from recording time worked, the employee must contact Human Resources immediately.

■ ■ ■ ■ ■

Insurance Benefits

General

This section describes generally the fringe benefits provided by the Company and information on your eligibility for benefits. Details regarding each benefit plan are contained in the Company's Benefit Guide. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal Summary Plan Descriptions or other legal documents available for your review in the Human Resources Department. Employees meeting the eligibility criteria for particular benefits may participate in the various insurance programs offered by the Company. You may review the eligibility criteria for each benefit in the Company's Benefit Booklet and/or the Summary Plan Description for the particular benefit. All plans are governed in the first instance by their applicable Summary Plan Descriptions. If there are any conflicts between the language in this Handbook and the Summary Plan Description for a benefit, the Summary Plan Description language shall be controlling. These benefits may be changed from time to time in the discretion of the Company. Periodically there will be an Open Enrollment period (described below). If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

Medical Insurance

The Company offers medical insurance to for eligible employees. Please refer to the medical Summary Plan Description for an explanation of the plan benefits and limitations.

Dental Insurance

The Company offers a dental plan for eligible employees. Please refer to the dental Summary Plan Description for an explanation of the plan benefits and limitations.

Vision Insurance

The Company offers a vision plan for eligible employees. Please refer to the vision Summary Plan Description for an explanation of the plan benefits and limitations.

Long-Term Disability Plan (LTD)

Long-term disability coverage is a voluntary benefit that may be made available to employees. This benefit would pay a portion of your regular salary for an extended period of time. LTD is employee-

• • • • •

specific. If you elect this type of coverage, please refer to the LTD Summary Plan Description for an explanation of the plan benefits and limitations.

Life Insurance & Accidental Death & Dismemberment Coverage

Eligible employees are automatically enrolled in a group term life insurance program including coverage for accidental death and dismemberment. Enrollees may designate or change the beneficiary for this policy at any time. Where applicable, the Company pays the premium for this program. Currently, the face value of this benefit is \$50,000. If supplemental coverage is requested, the employee will be responsible for the additional cost. For details please refer to the Summary Plan Description.

Employee Contributions

The Company's benefit package is contributory; that is, you are responsible for a portion of the premium for the benefits in which you enroll. Where applicable a portion of the premium may be contributed by the Company. The contributory cost for the benefits you elect is deducted from your paycheck.

Open Enrollment

The Open Enrollment period allows employees to add or change their benefits coverage. Applications for medical, dental and vision may be submitted during this period. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period. Once you have made a change, you generally cannot change that selection until the next Open Enrollment period (except in the case of certain life events; see Special Enrollment).

Special Enrollment and Qualifying Events

Special enrollment allows individuals who previously declined coverage to enroll in the plan upon loss of eligibility for other coverage and upon certain life events, such as marriage and the birth, adoption, or placement for adoption of a child. Employees must generally request enrollment within 30 days of the loss of coverage or life event triggering the special enrollment. For specific details regarding special enrollment, please refer to your Summary Plan Description or contact Human Resources.

• • • • •

Health Insurance Continuation through COBRA

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

• • • • •

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to the Human Resources Department along with copies of any supporting documentation.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of

■ ■ ■ ■ ■

COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan contact information

Contact the Revature Human Resources Department for further information at hr@revature.com.

• • • • •

Paid and Unpaid Leave

The Company recognizes that employees have diverse needs for time off from work. For eligible employees, we provide accruals of Paid Leave. Below outlines our policy which you may use to cover absences.

Accrual

Paid Leave hours and the rate of accrual are both based on the employee's length of service with Revature. Vacation accrual begins after 6 months of service. As hours are accrued, they will be added into a pool of hours which are maintained as a running balance. These hours are immediately usable and may be used as they are accrued. The highest number of hours that can be held in your balance of hours at any time is 200 hours. After reaching the cap, you will stop accruing hours until you have fallen below 200 hours in your balance. Please refer to the table below to determine your individual accrual rate and annual vacation days.

Accrual Schedule

Period	Annual Vacation Days*	Bi-Weekly Accrual Rate
0 – 6 Months	0	0
6 Months – 18 Months	18 days	5.54 hours / pay period
19 Months – 30 Months	19 days	5.85 hours / pay period
31 Months – 42 Months	20 days	6.15 hours / pay period
43 Months – 54 Months	21 days	6.46 hours / pay period
55 Months – 66 Months	22 days	6.77 hours / pay period

* Annual Vacation Days refers to the number of days accrued during the scheduled annual period.

Usage

Paid Leave hours that are taken beyond the accrued amount will be considered unpaid leave. Paid Leave hours accrued by an employee by the end of the year will be carried over to the following year, up to the maximum amount of 200 hours. The Paid Leave hours that are accrued are to be used for any time an employee is out of the office and wishes to be paid for that day. This will include vacation, illness, appointments, emergencies, client/national holidays or any other needs that require time off from work.

Revature does not follow client holiday/shutdown schedules. If a client office is closed, the employee working on that project will have the option to utilize Paid Leave hours towards the office closure dates to be paid for that day. If a client authorizes a Revature employee to submit billable hours for an office closure, the employee will not be required to use Paid Leave hours towards the office closure.

• • • • •

On an employee's date of termination, any unused Paid Leave hours will be forfeited. Revature will follow any applicable local and state laws pertaining to unused Paid Leave in relation to the termination of employment.

Using Paid Leave Off Project

If an employee who has accrued Paid Leave and their project ends, the employee may still utilize Paid Leave hours in their balance. Any hours which are used while not working on a project must still get Revature approval from the employee's reporting manager with Revature while not working on a client project. Should the hours be approved by Revature, the Paid Leave will be paid at the pay rate the employee had while working on their previous client project.

If no client project has been held by the employee at the time of Paid Leave usage, the hours will be paid out at the employee's current rate of pay at the time of usage.

Cashing Out Paid Leave

If an employee has unused Paid Leave hours at the end of the calendar year, that employee will have the option to have up to 80 hours from their balance cashed out with their payroll. It is required to send a written request to Human Resources by December 23 with the number of hours requested to take advantage of this policy. Employees can expect after making their request for their hours to be cashed out and included on the first payroll of the following year. If an employee does not cash out any hours, the unused hours carry over to the following year. To be eligible for end-of-year cash-outs, the person requesting the cash-out must be presently employed and be in good standing with the company at the time of cash-out.

Outside of this policy, there will be no further benefit hour pay-out unless otherwise required by law.

Location-Mandated Sick Leave

Employees working in certain locations in the US are subject to additional sick leave accruals prior to their Paid Leave accruals beginning. If an employee begins training or working in an applicable location, sick leave accruals will be added to a separate balance of hours which will be available for the duration of employment. Once Paid Leave accruals begin, sick leave will no longer accrue. Once accrued, sick leave hours will not expire until separation from the company. Sick leave hours are not applicable for annual cash-out. Details on location-specific policies will be provided at the time of eligibility and additional questions should be directed to the Human Resources department.

• • • • •

Bereavement Leave

When a death occurs in an employee's immediate family, all regular full-time employees may take up to five (5) days off with pay to attend the funeral or make funeral arrangements. Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's manager on a case-by-case basis.

The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. Individual employee circumstances may be discussed with the employee's manager and Human Resources to determine whether additional considerations are needed. It is the company's intention to support employees during their times of grief and bereavement.

Military Service Leave

The Company complies with all applicable military service leave laws, including, but not limited to, the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

When an employee is called to military service, the employee should submit a USERRA Leave of Absence Request Form to HR when notified of an impending call to service as soon as possible and provide documentation of the military orders. While on military leave, employees may, but are not required to, use accrued paid time off (PTO). While performing military duty, additional PTO hours will not be accrued, unless applicable law requires otherwise. An employee on military leave may elect to continue on Revature's health plan coverage and is required to pay only the employee's portion of the insurance premium when in the service for 30 days or less. Thereafter, the employee may elect to continue healthcare coverage as provided under COBRA. However, if coverage is terminated at the employee's option, Revature will not impose a waiting period for benefit reinstatement upon return to employment.

Family and Medical Leave

The Company will grant up to 12 weeks of family and/or medical leave during any 12-month period to eligible employees in accordance with the Family and Medical Leave Act ("FMLA"). The Company will also grant up to 26 weeks of leave during a single 12-month period to eligible

• • • • •

employees who are the spouse, child, parent or next of kin of a covered service member to care for a covered service member with a serious injury or illness under the FMLA. FMLA leave is unpaid, except that employees will be required to use accrued paid leave and long-term disability benefits (if available/applicable and approved in accordance with the benefit requirements) in conjunction with their leave. When eligible employees are required to take FMLA leave to care for a covered service member with a serious illness or injury in the same twelve-month period that they also need to take FMLA leave for any other qualifying reason, employees are limited to a combined total of 26 workweeks of leave. (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.) The Company also will comply with all applicable state/local family and medical leave laws. For more information, please contact Human Resources.

Qualifying FMLA Events Include:

- Birth of a child and to care for that child (must be taken within 12 months of the birth);
- Placement of a child for adoption or foster care (must be taken within 12 months of the placement);
- The care of a spouse, child or parent with a serious health condition;
- The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty;
- The care of a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin, of the service member.

Definition of Terms

To be an "eligible employee," the following conditions must be satisfied:

- The employee must have worked for The Company for at least 12 months (these months need not be consecutive).
- The employee must have worked at least 1,250 hours during the 12 consecutive months preceding the start of the employee's requested leave.
- The employee must work at an eligible work-site. An employee works at an "eligible work-site" if at least 50 employees, including part-time employees, work within 75 miles of that worksite.

A "child," "son," or "daughter," is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. For purposes of care of a covered service member or leave due to a qualifying exigency, the definition of child is the same as above except the child may be of any age.

■ ■ ■ ■ ■

A “parent” is the biological, adoptive, step, or foster parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a son or daughter. This includes an individual who assumed “day-to-day” responsibility for a child. Parent does not include in-laws.

A “spouse” is a husband or wife of a couple, or in the case of an individual in a same sex or common law marriage, who: 1) was married in a state that recognizes their marriage or such marriages; or 2) was married in a place where the marriage is valid, and such a marriage could have been entered into in at least one state.

A “serious health condition” is defined as an illness, injury, or impairment of physical or mental condition that renders the employee incapable of performing the essential functions of the job and involves:

- Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, residential medical care facility, or hospice;
- An absence for more than three calendar days requiring continuing treatment by a health care provider;
- Any period of incapacity due to pregnancy or for prenatal care;
- A period of incapacity or treatment due to a chronic serious health condition which continues over an extended period of time and requires periodic visits to a health care provider;
- Any periods of incapacity due to a permanent or long-term condition for which treatment is not effective or any absence to receive multiple treatments by a health care provider for restorative surgery or a condition that would likely result in more than three days absence if not treated.

A “qualifying exigency” is leave which is taken for one or more of the following: (1) to address issues arising from the fact that a military member is notified of a call to covered active duty seven or less days prior to date of departure (FMLA leave is limited to the seven calendar days beginning on the date of notification of the call); (2) to attend official ceremonies, programs or events sponsored or promoted by the military, military service organizations, or the American Red Cross, which are related to covered active duty; (3) to make new arrangements for childcare or schooling, or to provide urgent (but not routine) child care for the military member’s child when the new arrangements or urgent care is necessitated by the military member’s covered active duty; (4) to make or update financial or legal arrangements to address the military member’s absence while on covered active duty or to act as the military member’s representative before a federal, state, or local agency during the military member’s absence; (5) to attend counseling for oneself, the military member, or the military member’s child, if such counseling arises from the covered active duty; (6) to spend time with the military member who is on short-term, rest and recuperation leave during deployment (eligible employees may take only 15 calendar days of FMLA leave for rest and

■ ■ ■ ■ ■

recuperation qualifying exigency leave); (7) to attend post-deployment ceremonies, briefings, events or programs sponsored by the military during the 90 day period following termination of the military member's covered active duty or to address issues that arise from the death of the military member while on covered active duty status; (8) to care for the military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and (9) to address other events which arise out of the military member's covered active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

A "military member" for the purpose of leave related to a qualifying exigency is any current member of the Armed Forces, including a member of the National Guard, Reserves, or any retired member of the Armed Forces who is called up in support of the Armed Forces.

For a member of the Regular Armed Forces "covered active duty" is any duty during the deployment of the military member to a foreign country. For a member of the Reserves of National Guard "covered active duty" is any duty during the deployment of the military member to a foreign country that is made under a Federal (but not state) call to duty.

A "covered service member" is:

- A current 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.
- A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A "covered veteran" is an individual who was a member of the Armed Forces (including the National Guard or Reserves) who was discharged or released under conditions other than dishonorable at any time during the five years preceding the date of treatment, recuperation or therapy. For any leave taken to care for a covered veteran, the eligible employee must commence leave with five years of the veteran's active duty. However, for any a veteran discharged prior to March 8, 2013, the period between October 28, 2009 and March 8, 2013 shall not count towards the calculation of the five-year period.

A "serious injury or illness" means:

- In the case of a current member of the Armed Forces (including a member of the National Guard or Reserves): an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces; or an injury or

■ ■ ■ ■ ■

illness that existed before the beginning of the member's active duty and was aggravated by service in the 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.

- In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is: (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

A "next of kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter.

Procedures/Guidelines

Twelve Month Period

The 12-month period (during which up to 12 weeks of leave is available (and additional periods required by applicable law depending on work location)) is a rolling 12-month period measured backward from the date the FMLA leave is taken. (For example, if an employee proposes to take FMLA leave beginning on March 1, 2017, the amount of leave eligible to the employee would be determined by looking backward to ascertain how much FMLA leave was taken in the immediately prior 12 months, i.e., March 1, 2016 to February 28, 2017). For purposes of service member care leave, The Company will measure the 12-month period forward from the date an employee's first FMLA leave to care for the covered service member begins.

• • • • •

Total Leave Amount

Eligible employees are entitled to take 12 weeks of FMLA leave in a single 12-month period for the following FMLA qualifying events: to care for the birth of a child or the placement of a child for adoption or foster care; to care for a family member with a serious health condition; for the employee's own serious health condition; and for any qualifying exigency. Eligible employees are entitled to take 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious illness or injury. Employees who are eligible and need to take leave to care for a covered service member and also need to take leave for any other FMLA qualifying reason are only entitled to a combined total of 26 weeks of leave in the single 12-month period.

Use of Paid Leave

The Company requires employees to use all accrued paid leave, such as PTO (if available/applicable), to run concurrently with FMLA leave.

In the event the employee's own illness or injury is covered by disability benefits or workers compensation, the employee will not be permitted to use any accrued paid leave in a manner that would result in double compensation.

Employee and Spouse Employed by the Company

In situations where both the employee and the employee's spouse are employed by the Company, a total of 12 weeks of leave *between* both parties will be granted for birth, adoption, foster care placement or care for a parent with a serious health condition. In situations where both the employee and the employee's spouse are employed by The Company, a total of 26 weeks of leave *between* both parties will be granted to care for a covered service member with a serious injury or illness. If the leave is requested because of the serious health condition of a child or of the other spouse or because of a qualifying exigency, each spouse is entitled to 12 weeks of leave.

To utilize FMLA leave, employees must follow specific guidelines as provided by the Human Resources Department, some of which are described below.

Requests for Leave

In the event of a foreseeable leave of absence, the employee must apply 30 days prior to the date on which the employee wants to commence his/her leave. If 30 days' notice is not possible, notice must be given as soon as practicable under the facts and circumstances. When an employee becomes aware of the need for leave, it should ordinarily be practicable for the employee to provide notice of the need for leave either the same day or the next business day. In the case of unforeseeable leave, the employee must provide notice as soon as practicable and, absent unusual circumstances, within the time period prescribed by the Company's usual and customary procedures

■ ■ ■ ■ ■

for requesting leave. If the employee does not comply with these requirements, FMLA-leave may be delayed or denied.

Certification

If the leave of absence is to the care for a parent, spouse or child with a serious health condition or to care for a covered service member or because of the employee's own serious health condition, the employee will be required to provide a certification from the health care provider, which is available from Human Resources. If the leave of absence is because of a qualifying exigency arising out of the active duty status of a military member, the employee will be required to provide a certification which includes a copy of the military member's covered active duty orders or other similar documentation. If the leave of absence is because of a qualifying exigency arising out of a military member's rest and recuperation, the employee will be required to provide the military member's rest and recuperation orders or other similar documentation. The required certification for qualifying exigency leave should also set forth the reason for the leave and the amount and frequency of leave needed. This form is also available from Human Resources. Employees may also be asked to furnish periodic reports on the status of a continued serious health condition. If the Company has reason to doubt the validity of the certification, it may, at its own expense, require the employee to receive a second opinion from a health care provider designated and approved by the Company. If this opinion conflicts with the first opinion, the Company, again at its own expense, may request a third opinion from a health care provider mutually agreed upon by both the Company and the employee. The third opinion will be binding on both parties.

The Company also reserves the right to require an employee to provide documentation of the birth of a child, the placement of a child for adoption or foster care, or the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities. Leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule only upon approval by Human Resources.

Continuation of Benefits

The Company will continue to provide the employee with coverage under the Company's group health plan(s) under the same conditions as if the employee had continued to work. The employee will also be eligible for and subject to any new health plans or changes to the existing health plans that take effect while the employee is out on FMLA leave. While the employee is on FMLA leave, it is the employee's responsibility to continue making premium payments in order to maintain insurance coverage(s). This may be done either through payroll deductions if there is income or by personal check or money order if The Company is unable to payroll deduct the employee's portion of insurance premiums. At The Company's discretion, the Company may pay the employee's share of the premiums during FMLA leave and recover premiums upon the employee's return to work. In this case, when the employee returns to work, the Company will recover the costs incurred for paying the

■ ■ ■ ■ ■

employee's share of such insurance premiums by doubling the *current* insurance deduction until the balance due is paid back.

The employee's regular health benefits will end when the employee indicates that the employee will not be returning to work, or when the 12 or 26 weeks of job protected FMLA leave (and additional periods required by applicable law) has been completed. However, the employee may elect to choose medical continuation coverage (COBRA) under the group plan at the employee's own expense.

If an employee does not return to work after the period of FMLA leave ends, for reasons other than the continuation of a serious health condition of the employee or the employee's family member or covered service member or other circumstances beyond the employee's control, the employee will be required to reimburse The Company for the full cost of the employee's medical premiums during the leave period. If the employee returns to work, but for a period of less than 30 days and requires another leave of absence for reasons other than a continued serious health condition of the employee or the employee's family member or covered servicemember or for circumstances beyond the employee's control, The Company will require the employee to reimburse the Company for the full cost of the employee's medical premiums during the FMLA leave period.

Employees are not eligible to accrue paid leave benefits while out on a leave of absence under the FMLA policy except during any portion of the FMLA leave for which accrued paid leave is used.

Employee Status After FMLA Leave

Upon returning from leave under this policy, the employee will generally be entitled to be restored to the same position the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In certain circumstances, The Company may not be able to restore a "key employee" (those employees who are among the highest paid 10% in the Company), to his/her prior position because of serious and grievous economic injury to the operation of the Company and the injury is not related to the employee's FMLA leave.

Certification of Fitness for Duty

Prior to returning from a leave due to the employee's own serious health condition, the employee may be required to obtain a fitness for duty certification from his/her physician. If required, this certification must be given to Human Resources on the day the employee returns to work.

■ ■ ■ ■ ■

Employment During FMLA Prohibited

Employees on FMLA leave may not be employed by or perform significant services for any other entity. Failure to adhere to this requirement will result in appropriate disciplinary action, up to and including termination of employment.

Employees should provide the maximum notice possible of intent to utilize FMLA leave. Contact Human Resources to obtain the appropriate forms and specific details on the FMLA.

Pregnancy Accommodation and Lactation Breaks

The Company will comply with applicable laws regarding pregnancy accommodation and will provide reasonable breaks for an employee to express breast milk for her nursing child in accordance with applicable laws. The Company will provide a location (other than a bathroom) shielded from view and free from intrusion from coworkers which may be used by employees to express breast milk. If you intend to make use of such break time and believe no room is currently available for you, please contact the Human Resources Department as soon as possible so that the Company can arrange for such a room for you. Lactation breaks may be taken every time an employee has reasonable need to express breast milk and may be taken concurrently with normally scheduled break periods. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled break periods, and such time will be unpaid, unless applicable law requires otherwise.

Victims of Crime Leave

The Company will grant employees who are victims of crimes unpaid leave to be present at all criminal proceedings relating to the crime against the employee, unless such leave will cause an undue hardship on the Company's business. Employees requesting leave for a court appearance must notify the Human Resources Department in advance of taking such leave and must provide documentation concerning the court proceeding, unless advance notice is not feasible. If advance notice is not feasible, the employee must provide the Human Resources Department with documentation concerning the court proceeding within a reasonable time after leave has been taken.

Civic Duty Leave

Jury Duty

The Company encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly

• • • • •

busy period, we may ask you to request a postponement. The Company will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status.

The Company will compensate full-time employees for the difference between jury duty compensation and your current daily pay for the first 3 days of jury service (or in accordance with applicable law, if different). If additional time is required, it will be granted. For non-exempt employees, the additional time off will be unpaid, unless applicable law requires otherwise. Exempt employees will be paid their regular salary for any week in which they serve on jury duty and perform some work. Exempt employees who serve on jury duty for a full work week without performing any work will not be paid for the time off, unless state law requires otherwise. Employees may elect to utilize PTO while serving on jury duty.

Appearance as a Witness

An employee called to appear as a witness will be permitted time off to appear, but without pay, unless applicable law requires otherwise. Employees will be permitted to use accrued paid time off (PTO) when appearing as witnesses.

Voting

The Company encourages all employees to vote. Most polling facilities for elections of public officers are scheduled to accommodate working voters. The Company, therefore, requests that employees schedule their voting for before or after their work shift. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary. The Company complies with applicable state and local laws regarding time off for voting.

■ ■ ■ ■ ■

Acknowledgement of Receipt of Revature Employee Handbook

I acknowledge that I have received a copy of the Revature Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, in addition to other policies and procedures of Revature, LLC ("Company"). If I have questions concerning this Handbook, I will contact the Human Resources Department for assistance and clarification.

I also understand that the purpose of this Handbook is to inform me of the Company's policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee, nor is it intended to create contractual obligations of any kind. I understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes. I further understand and agree that, unless I have a written contract signed by the CEO of the Company guaranteeing my employment for a set period of time, my employment with the Company is at-will, meaning either the Company or I may terminate the employment relationship at any time, with or without cause and with or without notice.

I understand and agree that if I leave the Company for any reason, I shall immediately return to the Company any and all property, documents or information that I may have received from the Company that are either in my possession or otherwise directly or indirectly under my control and shall not use Company proprietary information or trade secrets following my departure.

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

Signature

Date

Full Name (please print)

Please sign and date this acknowledgement and return it with original signature to the Human Resources Department and retain a second copy for your reference.

• • • • •