

# *Employee Handbook*

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# **ARENA**

## **TECHNICAL RESOURCES, LLC**

*January, 2018*

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## **Welcome To Arena Technical Resources, LLC!**


Welcome to Arena Technical Resources, LLC (ATR). We are pleased that you have chosen to join our growing organization. We know that you will find challenging assignments that will enhance your capabilities, as well as provide you with many opportunities and benefits.

Our Company is founded on sound ethical principles and high standards of client service and employee relations. We are an organization of people who believe that each job and work assignment is critical to our future success. We depend on our employees to continue our respected reputation and know that by working together we can make tomorrow even better. We hope; and expect, that you will share our feeling of pride in our services and our organization.

We have written this handbook to answer some of the questions you may have concerning our Company and its operations. It gives you an overview of our policies, expectations, and benefits. Although we strive to keep it current, the information in this handbook may change, with or without notice, at the sole discretion of ATR. From time to time, you may receive updated information concerning substantive changes. Please keep these updates with your handbook for easy reference. We encourage you to consult your ATR Manager as often as necessary for further explanations and additional information.

We wish you the best of luck and success in your position and hope that your employment relationship with ATR will be a rewarding experience.

Sincerely,



Ralph Lary

Managing Member

Arena Technical Resources, LLC

**ATR EMPLOYEE HANDBOOK  
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**1 – ACKNOWLEDGEMENT AND RELEASE TO PROVIDE REFERENCES**

Employee's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT**

This is to acknowledge that I have received a copy of the 2008 edition of the **Arena Technical Resources (ATR) Employee Handbook** and understand that it outlines the privileges and obligations of employment with ATR. I further understand and agree that I am governed by the contents of the Employee Handbook and that it is my responsibility to familiarize myself with all information in the handbook.

Since the information, policies, and benefits described in this handbook are subject to change, I understand and agree that the Company can make such changes in its sole and absolute discretion, and I agree to observe these changes in all respects.

I understand that the handbook is a statement of policies and is not an expressed or implied contract of employment. I further understand that I am employed at-will, that both the Company and I are free to terminate the employment relationship at our discretion, and that no supervisor or other Company employee has the authority to alter this relationship.

\_\_\_\_\_  
Employee's Signature (Date)

**RELEASE TO PROVIDE REFERENCES**

I understand that ATR may receive a request from a prospective employer concerning my employment with ATR. I hereby authorize ATR to provide information to any company with whom I have applied for employment regarding my employment with ATR, including information related to my dates of employment, my position(s) held, my performance as an employee of ATR, my salary and any other information requested from a prospective employer. I understand that the information released by ATR may be information perceived as positive or negative. I further agree to release and discharge ATR, its affiliated companies, agents and employees from any and all liability or claims resulting from providing such information when requested.

\_\_\_\_\_  
Employee's Signature (Date)

## **2 - ABOUT THIS MANUAL**

### **2.1 HANDBOOK FUNCTION AND SCOPE**

This handbook was designed as a point of reference for information regarding employment with ATR. It was created as a resource guide to answer **general** questions about the Company and its policies, and provides an overview of expectations rather than the explicit details of each policy and procedure and specific position responsibilities.

This handbook is intended to assist you in understanding how we operate and to help you to direct your activities toward success in your position. **The information provided and language used in the handbook is not intended to create or imply a contract between you and ATR, nor is it intended to alter the terms of any Employment Agreement between you and ATR or the employment-at-will relationship in any way.**

It is important to note that the information and policies described in this handbook are subject to change without notice. The Company may add to the policies and procedures or revoke or modify them from time to time without advance notice. Our goal is to keep the handbook current. There may be times, however, when policies will change before the handbook can be revised and distributed. **The Managing Members of ATR reserve the right to direct and control the operation of the business, including, but not limited to, the management, assignment, scheduling, direction, discipline and termination of its employees.**

It is every employee's responsibility to read this handbook thoroughly, and we encourage you to do so. If you have any questions, or require additional information, we encourage you to consult your ATR Manager as often as necessary for further clarification.

### **2.2 OUR CORPORATE PHILOSOPHY**

At ATR, we are striving to be known as a premier provider of technical staffing and consulting services in the Washington Metropolitan area. We firmly believe that our goals will be achieved because of the commitment and talents of our employees.

This philosophy encourages confidence in and mutual respect and trust for each employee. It is our goal to establish and cultivate an environment that values the differences in each individual and to develop and implement policies and practices that assure fair treatment for everyone.

All employees of ATR are responsible for facilitating open communication. We encourage employees to discuss and resolve work related problems when they arise. If needed, your manager will attempt to promptly and sensitively help resolve problems if you bring these problems to your manager's attention. ATR strives to:

- employ the best available talent by recruiting and hiring diverse and qualified individuals through quality selection processes;
- maintain competitive wages and benefits and encourage trust in all interpersonal relationships;
- offer a variety of challenging and rewarding project assignments;
- encourage the exchange of ideas, perspectives, and solutions;
- provide quality training, professional development, career advancement, rewards, and job satisfaction;
- retain employees for a rewarding career.

### **2.3 DEFINITIONS OF TERMS**

**Exempt Employee** - Exempt employees are defined by the Fair Labor Standards Act. Exempt employees are generally paid on a salary basis, except for certain technical computer professionals.\*

**Non-Exempt Employee** - Non-exempt employees are defined by the Fair Labor Standards Act. Non-exempt employees are paid overtime, at the rate of time and one-half, for all hours worked in excess of forty hours in a work week.

**Full-Time Employee** - An employee who is scheduled to work a minimum of thirty hours per work week.

**Part-Time Employee** - An employee who is scheduled to work less than thirty hours per work week.

**Billable Employee** - An employee who generally works at a client site and whose time worked is billed to a client. May also be called “Consultant”, “Project Consultant” or “Staffing Consultant”.

**Nonbillable Employee** - An employee who generally works in a staff or support function and whose time worked is not billed to a client. A nonbillable employee may also be called “Associate.”

**Manager or ATR Manager** - The ATR employee to whom you directly report.

**Managing Member** – The Managing Members of ATR are its officers.

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\* Section 13(a)(17) of the FLSA provides that certain computer professionals paid above a specified amount per hour are exempt from overtime provisions of the FLSA.

## **3 - EMPLOYEE RELATIONS POLICIES**

### **3.1 EMPLOYMENT RELATIONSHIP**

It is the policy of ATR, which all employees are employed at will. This means that no employee is employed for a specified period of time and that all employees are employed at the will of ATR and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, employees may terminate their employment at any time and for any reason.

**No representative of ATR is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel cannot make any representations to employees or applicants concerning the terms or conditions of employment with ATR which are not consistent with the Company's employment-at-will policy. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, are to alter the at-will nature of employment or imply that termination will occur only for cause.**

The employment-at-will policy of ATR may not be modified by any statement contained in this handbook or any other employee manuals, employment applications, Company recruiting materials, Company memorandums, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether alone or combined, are to create an expressed or implied contract of employment for definite period, or an expressed or implied contract concerning any terms or conditions of employment. Similarly, the policies and practices of ATR with respect to any matter are not to be considered as creating any contractual obligation on the Company's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this manual or in any other ATR documents are examples only, not all inclusive lists, and are not intended to restrict ATR's right to terminate the employment relationship.

### **3.2 WORKFORCE DIVERSITY**

ATR is committed to developing and cultivating a workforce that represents individuals from all backgrounds, cultures, and walks of life. We believe that people are different and we value those differences. We also believe that a diverse workforce is a better workforce and accomplishes the following objectives:

- encourages the exchange of ideas, perspectives, and solutions;
- maximizes the potential of all members of the ATR family and increases productivity;



- provides a sense of belonging;
- fosters greater loyalty; and
- satisfies important social objectives.

It is the policy of ATR to establish and cultivate an environment that values differences. In furtherance of this goal, ATR commits to:

- examine decisions, standards, and programs in light of its commitment to diversity, and remove barriers to a diverse workforce;
- more effectively recruit, hire, promote, and develop a workforce of diverse qualified individuals. Diversity at ATR includes, among other characteristics, race, gender, marital status, age, disability, religion, education, ethnicity, national origin, and sexual orientation; and
- train ATR managers on the ATR diversity policy and aspects of developing and cultivating a diverse workforce.

Our goal is to develop a diverse workforce, which recognizes and values differences.

### **3.3 EQUAL EMPLOYMENT OPPORTUNITY**

ATR is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, veteran status, or any other consideration made unlawful by federal, state, or local laws. In addition, all human resource actions in such areas as compensation, employee benefits, transfers, layoffs, training and development, and tuition reimbursement are to be administered objectively, without regard to race, color, religion, age, sex, national origin, disability, veteran status, or any other consideration made unlawful by federal, state, or local laws.

Any employee who is suspected of violating ATR's EEO Policy will be subject to immediate discipline, up to and including termination. Without creating an exception to ATR's employment-at-will policy, the following are examples of the type of misconduct that may subject any associate or employee to immediate termination:

- Knowingly placing, accepting, or filling a job order which discriminates against any applicant or employee due to race, color, national origin, sex, age, religion, disability, or veteran status.
- Instructing or encouraging an ATR employee to knowingly place, accept, or fill a job order which discriminates against any applicant or employee due to race, color, national origin, sex, age, religion, disability, or veteran status.

- Placing symbol, word, or code on any document (other than a document required or authorized by law) to indicate the race, color, national origin, sex, age, religion, disability, or veteran status of an applicant or employee.
- In any other manner knowingly discriminating against any applicant/employee or associate in any employment decision (including but not limited to hiring, promotion, or discharge) due to race, color, national origin, sex, age, religion, disability, or veteran status.

ATR will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy applies to all aspects of employment, including but not limited to selection, job assignment, compensation, discipline, termination, and access to benefits and training. Please note that ATR's commitment to extending equal opportunity does not in any way alter or diminish the at-will relationship we maintain with our employees.

### **3.4 NON-DISCRIMINATION AGAINST THE DISABLED**

ATR is an equal opportunity employer. Our EEO policy, among other things, prohibits any form of discrimination against persons with disabilities. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against persons with disabilities in hiring as well as in all terms and conditions of employment. We are required to make reasonable accommodations for all known impairments to ensure equal opportunity in the application process, to enable associates and employees with disabilities to perform the essential functions of the job and to enjoy the same benefits and privileges of employment as are enjoyed by associates and employees without disabilities. In order for a person to obtain the protection offered by the ADA, an individual must have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such impairment.

We firmly believe that equal employment opportunity can only be achieved through demonstrated leadership. It is imperative that employees make all personnel decisions in accordance with the Company's policies, practices, and procedures. We further expect all employees to demonstrate sensitivity to and respect for all other employees.

It is ATR's policy to base selection criteria on job-related reasons and not to disqualify applicants or employees with disabilities because of their inability to perform non-essential or marginal job functions. Furthermore, it is the Company's policy and responsibility under the Americans with Disabilities Act to make reasonable accommodations to assist disabled applicants or employees in meeting these legitimate criteria (once we are made aware of these disabilities) provided that they do not cause undue hardship to the Company's business. It is the Company's policy not to ask about mental or physical impairment unless an applicant or employee voluntarily discloses the existence of a disability and requests an accommodation.

However, if the subject should arise, our only purpose in discussing a mental or physical impairment is to discern the nature of accommodation that may be appropriate. We may discuss the specific requirements of the job and, to the extent the applicant or employee is willing to do so, compare those with the applicant's capabilities.

Should you have questions about this policy, please contact your ATR Manager.

### **3.5 HARASSMENT-FREE WORK ENVIRONMENT**

ATR is committed to providing a work environment free of unlawful harassment. The Company will not tolerate conduct by any employee, subcontractor or client, which harasses, disrupts, or interferes with another's work or creates an offensive or hostile work environment. ATR maintains a strict policy prohibiting sexual harassment and/or harassment because of race, religion, color, national origin, ancestry, disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law.

Any employee who violates the policy against harassment or encourages another to violate the policy will be subject to appropriate disciplinary action, depending on the severity and type of violating behavior, up to and including termination. The following behavior is considered a violation of this policy:

- Threatening or insinuating that an applicant, associate, or employee should submit to sexual advances or that refusal to submit to sexual requests will adversely affect employment, including evaluations, wages, promotional opportunities, or assignments.
- Giving favorable treatment to an applicant, associate, or employee because that person has shown a willingness to perform sexual activities.
- Making unwelcome or unwanted sexual advances (including patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual).
- Making comments, jokes, gestures, or statements that are sexual in nature and considered unacceptable by another individual (including epithets, derogatory comments, slurs, or other sexually-oriented comments, innuendoes, or offensive actions).
- Displaying sexually suggestive objects, pictures, posters, cartoons, or gestures.

Any employee who believes he or she has been subject to sexual harassment in the workplace should report the incident to his/her ATR Manager as soon as possible. If the employee feels uncomfortable discussing the incident with his/her Manager, the employee should notify a Managing Member. ATR encourages all employees to report

immediately any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved.

Retaliation or reprisals in any form against those who report incidents of suspected harassment is strictly prohibited.

### **3.6 DRUG FREE WORKPLACE**

The use or abuse of controlled substances (illegal drugs) is a hazard to all of us. Therefore, it is the policy at ATR to maintain a drug-free work environment for all employees.

To ensure a drug-free workplace, ATR's policy concerning drugs and controlled substance use is as follows:

The manufacture, distribution, dispensation, possession, or use of any controlled substance during work time, or while performing Company business or on Company premises or the premises of any client is strictly prohibited.

- The possession or use of alcohol on the premises of any client during work hours or being under the influence of alcohol during work hours, is prohibited.
- Any employee convicted of criminal drug statute for violations occurring during work time, or while performing Company business or on Company property or the premises of any client, must notify his/her Manager immediately (no later than five days after the conviction). Such employee is subject to disciplinary action, up to and including dismissal.
- Any employee who is taking a drug or medication, which affects the employee's ability to perform work in a safe and effective manner, should report the use of such medication to the employee's Manager. This includes prescribed drugs and drugs or medications which are known or publicized as affecting judgment, coordination, or other senses.
- Employees are expected to report any suspected violation of drug-related laws or this policy to the employee's Manager, who may contact the appropriate law enforcement agency.

Violations of the above rules or any other aspect of this policy will result in disciplinary action, up to and including termination.

### **3.7 DRUG TESTING POLICY**

Some employees and candidates for employment may be required to participate in a drug-screening program when requested by a current or prospective client. If a drug screen administered to a candidate for employment is positive, employment will not

be offered, and the candidate will be disqualified from employment with the Company for one year. If a drug screen administered to a current employee is positive, employment may be terminated, depending on management's interpretation of the circumstances.

ATR may require an employee to participate in a drug screen for cause. "Cause" includes the odor of an intoxicant, a serious workplace accident, impaired job performance or motor skills, as determined by a manager. A positive drug screen could result in a referral to a treatment program at the employee's expense, as a condition of continued employment, and/or disciplinary action, up to and including termination of employment.

### **3.8 TOBACCO-FREE ENVIRONMENT**

When at a client site, employees are expected to follow the client's smoking policy. Tobacco policies will vary according to state and local laws, division policies, and standards within your work location. Check with your Manager for regulations and policies in your area.

### **3.9 WORKPLACE VIOLENCE**

We want to provide all employees with a safe environment in which to work. Violence of any type threatens your safety and the safety of others and, is therefore, strictly prohibited. Violent behavior includes any type of behavior that threatens the safety of an ATR employee, client or visitor.

Examples of violent behavior include but are not limited to: making verbal, written or physical threats; assault and/or battery, displaying frequent intense anger; causing damage to the property of ATR, a client, or fellow-employee; and possessing a weapon on Company or client premises.

All employees are urged to report to their Manager any unusual or threatening behavior observed at any ATR or client site.

### **3.10 WEAPONS PROHIBITION**

The possession of a firearm, handgun, knife, explosive weapon, gun, chemical dispensing device, club or other weapon on Company or client premises is strictly prohibited. Violation of this policy is grounds for disciplinary action, up to and including termination of employment. Additionally, any use or threat of use of such weapon(s) is grounds for similar disciplinary action.

Any person, including but not limited to employees, clients, visitors, and trespassers, who possesses, uses or threatens to use any weapon(s) on Company premises or the premises of any client, will be subject to immediate removal from the premises by authorized security personnel or other individuals as necessary.

### **3.11 PERSONNEL RECORDS**

It is the policy of ATR to maintain personnel records and information for current and past employees. The Company collects or maintains personnel information that relates to your employment, including but not limited to your application for employment, payroll information, performance appraisals, citations of merit, and disciplinary records.

#### **Employment Verification**

Personal information is released outside the Company only with employee approval, except to verify employment or in response to appropriate investigative or legal requirements.

All requests from outside ATR for personal information should be referred to the Managing Members. A Managing Member will verify employment dates and salary, position held, and job site location. Requests for additional information will only be granted with the written permission of an employee or former employee or as authorized by applicable law, and may only be released with the prior approval of a Managing Member.

#### **Maintaining Employee Records**

Employees are responsible for notifying their ATR Manager whenever there is a change in:

- Address (including email)
- telephone number
- marital status and/or name change
- number of dependents (for benefits and withholding purposes only)
- addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)
- emergency contact
- bank account (for direct deposit purposes only)
- Any other condition or change that could impact your ability to perform any of your responsibilities

In addition, if you have a change in your number of dependents or marital status, a new W-4 Form for income tax withholding purposes must be completed within ten days of the change.

## 4 - CODE OF CONDUCT

### 4.1 BUSINESS CONDUCT

We expect you to share our commitment to service excellence. Because we provide a sensitive client service, we must be unfailingly honest and trustworthy in our operations and in our relationships with our clients and our employees. We expect you to demonstrate the same high standards of ethical conduct in your dealings with clients, coworkers, and ATR itself. In all we do, as a Company and as individual employees, we must be above reproach.

The following guidelines are not intended to be all-inclusive; they present an overview of our Code of Ethics.

1. Confidentiality - All confidential information and materials are the exclusive confidential property and trade secrets of ATR. An employee's right to access and use confidential information or materials shall be limited to access and use necessary for the employee to perform job responsibilities.

Examples of confidential information and materials include, but are not limited to, any and all information belonging to or used by ATR or our customers relating to internal operations, procedures and policies, business strategies, pricing, billing information, actual and potential customer lists, contracts, sales lists, marketing plans, technology, software source codes, programs, costs, developmental plans, computer programs, computer software and systems, inventions, developments, and trade secrets of every kind and character, personnel information, actual and potential employee lists, and salary information.

Employees are prohibited from disclosing confidential information or materials to any person, firm, corporation, association, or other entity for any reason or purpose, either during or after employment with ATR, except as specifically authorized by the Managing Members. Upon termination of employment with ATR, employees are expected to immediately return all property and copies thereof in their control or possession relating to ATR or our client's business.

When in doubt regarding the confidentiality of any information concerning ATR or its customers, employees are expected to err on the side of caution and not disclose such information until authorized by the Managing Members.

2. Gifts - You may not provide or accept gifts, except those of nominal value (generally, \$100.00 or less), or any special discounts or loans from any

person or company doing, or seeking to do, business with ATR. Employees with questions regarding the appropriateness of any gift should consult with their ATR Manager.

3. Professionalism - Certain policies regarding behavior are necessary for the efficient operation of ATR and for the benefit and safety of all employees. Our expectations are high; therefore you are expected to conduct yourself in a manner, which is professional and conducive to efficient operations. Professional conduct includes:

- ◆ Reporting to work as scheduled and at the proper work location, ready for work, at the assigned starting time;
- ◆ Notifying your Manager in advance when you will be absent from work or unable to report for work on time;
- ◆ Using tobacco only in non-restricted areas and at appropriate times;
- ◆ Wearing clothing appropriate for the work environment;
- ◆ Treating all customers, visitors, and fellow associates in a courteous manner;
- ◆ Refraining from behavior or conduct deemed offensive or undesirable, or which is in violation of ATR's policies;
- ◆ Performing assigned tasks efficiently and in accordance with established quality standards; and
- ◆ Reporting to your Manager suspicious, unethical, or illegal conduct by fellow associates, customers, or suppliers.

Misconduct is defined as employee conduct that demonstrates willful or wanton disregard of ATR's policies and/or interests. This could be the deliberate violation or disregard for workplace behavior standards, which the Company has the right to expect of employees or careless or negligent actions, or inactions that demonstrate wrongful intent.

Examples of misconduct include, but are not limited to, the following:

- ◆ Insubordination
- ◆ Violating the confidentiality of the Company or its clients
- ◆ Possession of a weapon on Company or client premises
- ◆ Possession, use or sale of alcohol or illegal drugs on Company or client premises
- ◆ Disorderly conduct including the use of profane or abusive language
- ◆ Physical violence or intimidation including racial or sexual harassment
- ◆ Misappropriation or theft of Company or client funds or property



- ◆ Failure to comply with the Company or client's security procedures
  - ◆ Willful disregard of the Company's policies or procedures
4. Copyrights - ATR complies with all software licenses and copyright requirements. Software, manuals, and any other copyrighted materials may not be copied without the required permission of the copyright holder.
  5. Public Statements - All news releases and public statements are to be made from the Managing Members. Employees are prohibited from making any public statements on behalf of ATR and/or any of its employees or clients, unless specifically authorized by the Managing Members.
  6. Anti-Trust Compliance - ATR requires its employees to conduct business in accordance with established state and federal anti-trust laws and regulations.

Some examples of conduct which is prohibited include: agreements between competitors as to: (1) the prices or terms that they will each offer to customers (price fixing); (2) their division or allocation of business opportunities, customers, territories, or markets; and (3) their refusal to do business with someone else.

Employees should avoid communications with representatives of competitors except in situations that are clearly required and are for lawful purposes.

While we do not expect every employee to fully understand anti-trust laws, those with management responsibilities should have a working knowledge of permissible activities, as well as potential trouble areas, and seek guidance of your ATR Manager, when appropriate.

Any infraction of this policy may subject the violating employee to disciplinary action up to and including termination. Violation of the anti-trust laws may also subject an employee to fine and imprisonment by federal, state, or foreign authorities.

7. Employment of Friends and Relatives - ATR welcomes resumes and applications from your friends and relatives. We encourage you to communicate information about ATR's job opportunities to them. If a Managing Member determines that a relationship between employees, regardless of its nature, creates potential for a conflict of interest or a disruption in the workplace, management may take such actions as necessary to protect the interest of the organization.

## 4.2 CONFLICT OF INTEREST

A company cannot function effectively unless the employees can make decisions independently and with the sole interest of the company in mind; therefore, any relationship or activities outside of the company which may adversely impact an employee's independent judgment should be disclosed.

Accordingly, it is the policy of ATR that no employee shall place himself or herself in a position in which he or she has a personal interest in any outside firm or receives substantial favors or benefits from an outside firm that may influence the employee's decisions or advice about business transactions between ATR and such outside firm. ATR's conflict of interest policy is as follows:

- ◆ No employee shall, for personal or another individual's gain, deprive ATR of any opportunity or benefit.
- ◆ No employee shall, for personal or another individual's gain, make use of or disclose confidential information learned while employed by ATR.
- ◆ No employee shall have an outside interest, which materially interferes with the time or attention the employee should devote to ATR.
- ◆ No employee shall have a financial interest in or receive benefits from a transaction between ATR and any individual or business firm, as described below, except with prior written approval from the Managing Members:
  1. from which ATR purchases supplies, materials, or property;
  2. which renders any service to ATR;
  3. which enters into leases or assignments to or from ATR;
  4. to which ATR sells any of its products, materials, facilities or properties;
  5. which has any other contractual relations or business dealings with ATR.

The financial interests mentioned previously do not include interests in corporations listed on a national stock exchange or traded over the counter, providing the financial interest is no more than one percent of such corporations' outstanding shares.

No employee in a position to authorize, select, or recommend the products and/or suppliers of ATR or in a position to approve or enter into or recommend the approval of contracts or agreements with clients of ATR shall furnish services to or seek or receive, directly or indirectly for personal or any other person's gain, any payment, whether for services or otherwise, loan (except from an institutional lender), gift or discount of more than nominal value, or entertainment which goes beyond common courtesies usually associated with accepted business practice, from any business enterprise which is a competitor of ATR or has current or known prospective dealings with ATR as a supplier, customer, lessor, or lessee, except with prior written approval of the Managing Members upon complete disclosure of the facts.

If any employee or related party has, or is about to assume, an interest or other outside relationship that might result in a conflict of interest, it is the employee's responsibility to provide the Managing Members with all pertinent information immediately.

### **4.3 CLIENT RELATIONS**

ATR strives to provide its clients with the best possible service. Employees are expected to treat clients in a courteous, respectful manner at all times.

You should always remember that the client comes first and is the primary source of the organization's income. Clients should always be treated with the same common courtesy and respectful manner that you would expect if the roles were reversed.

Employees with client contacts are expected to promote ATR's best interest and to build good client relationships. You should be prepared to listen carefully to client inquiries and then deal with them in a responsive, professional manner. Always be alert for business opportunities that may be present for other current or potential service lines offered by ATR.

You should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with a client can enhance goodwill, while a negative experience can destroy a valuable relationship.

### **4.4 COMPANY FUNDS, USE OF COMPANY NAME**

ATR strictly prohibits employees from participating in illicit payments for the purpose of bribes or kickbacks, or for any other illegal or unethical purpose. Secret slush funds or other funds may not be created or maintained for any purpose. False or secret records and accounts may not be created or maintained. Specific activities, which will not be permitted, include, but are not limited to:

- ◆ The use of ATR funds for any unlawful or improper purpose. No payments shall be made to any person, directly or indirectly, of money, assets, gifts, or favors for the purpose of bribes, kickbacks, improper influence, or other methods of securing business that are not in keeping with high ethical business practices. All payments should be used for purposes described in the document supporting the payment.
- ◆ Only reasonable entertainment of clients and/or customers is permitted. All entertainment should be pre-approved by ATR Manager, and documented on expense reports or other documents. Pre-approved expenses shall have specific dollar amounts and shall be subject to review by the employee's ATR Manager.
- ◆ No undisclosed or unrecorded funds, money or assets shall be established for any purpose, and no false or artificial records shall be made in the books and

records of ATR. Any employee having knowledge of such events should notify the Managing Members immediately.

- ◆ No false or misleading documents shall be created for use by ATR employees, clients, or others.
- ◆ No authorization may be given to use the ATR name or influence in writing, verbally, or by inference, if it is known or suspected that such use is for an unlawful or improper purpose.
- ◆ Outside parties are not to be engaged to accomplish any act otherwise prohibited if done by ATR employees.

Actions contrary to or infringing upon these statements include, but are not limited to, the following:

- ◆ illegal rebates;
- ◆ bribery of or from ATR's personnel;
- ◆ illegal payments, including political contributions;
- ◆ undisclosed bank accounts or slush funds;
- ◆ undisclosed or false books or records.

Any violation of this policy should be reported immediately to the Managing Members. Any employee violating this policy is subject to disciplinary action, up to and including dismissal.

#### **4.5 ADDITIONAL EXPECTATIONS OF EMPLOYEE BEHAVIOR**

We expect you to use good judgment as you do your job. We have provided general information in this section to help you to understand our expectations and to guide your decisions. Although we have not included detailed explanations, feel free to talk with your ATR Manager if you need additional guidance regarding your performance or behavior on the job.

##### **A. Personal Appearance and Hygiene**

We want you to feel comfortable and we also want to promote a professional business atmosphere. As such, we expect you to dress appropriately for your position, which means according to acceptable business practices. Extreme styles in attire and grooming should be avoided. Employees should ensure that their personal hygiene promotes a professional demeanor.

We may have designated "business casual" days for employees who are not required, by virtue of their assignments or schedules, to dress more formally. Consult your ATR Manager for guidelines on appropriate attire.

We expect our consultants to follow the dress standards established by the client to which they are assigned.

If you arrive to work dressed in a manner that does not conform to our standards of appropriate dress, you may be requested to return home to change into more appropriate clothes. This absence from work will not be considered work time.

### **B. Children in the Workplace**

Employees are generally not permitted to bring children to the workplace. If an employee experiences a childcare problem, the employee should take leave.

### **C. Good Housekeeping**

We encourage you to take pride in your workspace as well as all of our premises. We appreciate your efforts to do your part to keep all areas neat and clean.

### **D. Public Contact**

We expect you to use professional courtesy when contacting the public in general and clients specifically by telephone, letter, or in person. Remember that you are representing ATR and maintain your composure, even when dealing with a difficult person.

If you are put in a confrontational situation with a difficult individual, remove yourself from the location and seek immediate assistance from your ATR Manager.

## **4.6 ELECTRONIC MEDIA POLICY**

### **A. Computers and Computer Equipment**

Computers and computer equipment provided to employees by ATR or its clients are to be used for authorized business purposes only. Employees assigned computers and computer equipment owned by ATR or its clients are responsible for the proper care and maintenance of the equipment. Employees who are assigned computers and/or computer equipment are also expected to take reasonable measures to safeguard the equipment from loss and theft.

### **B. Access to ATR Files**

All ATR files and records are protected by applicable federal and state laws. Files, whether electronic or paper, are to be accessed and used only by authorized persons and only for legitimate business purposes. Employees are not to utilize any ATR file for other than normal business purposes without the express approval of the Managing Members.

Employees who need access to ATR's computer system and/or files will be provided an access code and password. These security measures are essential to system and file integrity and must not be compromised. As such, **employees are not permitted to reveal their passwords or codes to others, access the computer system or files with another's password or code or leave a logged-on computer unattended.**

### **C. Computer Software**

Only software authorized for use by ATR or its clients should be installed in computers owned or operated by ATR and its clients. Software applications downloaded or installed may create system configuration problems, increase exposure to virus infections, and violate licensing agreements. As a result, **all software applications resident in ATR computers must be installed by an authorized representative of ATR.** Unsupported software applications will be removed from ATRS computers when identified. Requests for additional software should be directed to the Managing Members.

### **D. Internet Use**

ATR employees may be granted access to the Internet for the purpose of conducting work on behalf of the Company and/or its clients. Excessive or inappropriate use of ATR or client systems to access the Internet is prohibited, regardless of whether the access occurs at an ATR work site or remotely and regardless of whether access is during, before or after normal business hours. **It is never appropriate to use ATR or client computers or systems to access pornographic or other sites with content that would otherwise be prohibited in the ATR workplace.**

ATR will randomly monitor computer use and content as part of normal maintenance activities, as well as during periodic systems audits. **Employees should expect that their Internet activities are not private and that ATR will monitor Internet activities and any information downloaded from Internet sources.**

Executable files are not to be downloaded from the Internet unless specific approval is obtained from the Managing Members. Non-executable files downloaded from the Internet should be related to the conduct of our business and scanned for viruses.

Employees who detect a virus in any ATR computer or disk should report their findings to the Managing Members immediately.

### **E. Electronic Mail**

Like the telephone and mail service we use at work, the use of electronic mail is intended to facilitate our business needs. Although we expect the occasional use of electronic mail for personal convenience by our employees, excessive or inappropriate use is prohibited. Since our electronic mail system is for business purposes, all messages should be treated as business messages.

**Holding, generating or forwarding electronic mail which contains content that would otherwise be prohibited in ATR's work place or any ATR client's work place, as appropriate, is prohibited.**

Electronic mail can be retrieved and monitored by others having access to ATR's computer systems, even after it has been deleted from the user's application file. As such, employees should have no expectation that their electronic mail transmissions are private. Employees are expected to protect the proprietary and/or confidential nature of information transmitted by electronic mail. **ATR reserves the right to monitor electronic mail transmissions either as part of normal maintenance activities or as part of a systems audit.**

#### **F. Violations of ATR's Electronic Media Policy**

Employees who lose or damage computers or computer equipment owned by ATR or its clients in violation of this policy may, at ATR's sole discretion, be required to reimburse the company or its clients for the full extent of the damaged or lost equipment.

Violations of this policy may lead to disciplinary action, up to dismissal from employment, depending on our interpretation of the nature of the occurrence.

#### **G. Centralized Storage of all Business Related Material**

Employees are expected to store original or copies of all electronic materials created or received on ATR's computer systems in a centralized storage medium determined by the Managing Members. In addition, non-billable employees are expected to document all business correspondence, meetings, staffing, and/or placement actions in ATR's front office system.

#### **4.7 NON-SOLICITATION/NON-DISTRIBUTION POLICY**

ATR must do business in a manner that reflects credibility on all of us. ATR believes you should not be disrupted from your work due to solicitation of any kind or distribution of literature from a fellow employee or non-employee. In order to avoid any unnecessary annoyances and interruptions from your work, solicitation by an employee or any other personnel is prohibited while either person is on working time.

Employee distribution of literature, handbills, or other printed materials in work areas is prohibited at all times. Trespassing, soliciting, or distribution of literature by non-employees on ATR premises is prohibited at all times.

## **5 - EMPLOYEE COMMUNICATIONS**

### **5.1 COMMUNICATION OPPORTUNITIES**

We believe that communication between you and ATR is very important. Your Manager is your primary contact person here. Feel free to ask questions and give us feedback regarding how we can improve our workplace and/or operations. You and ATR may also share information through e-mail, bulletin board notices, and other available means.

If you are a Consultant working on a staffing assignment at the site of an ATR client, you have another avenue for communication, your Client Manager. You should explore solutions to technical problems with this individual. Further, it is important to keep both your ATR and Client Manager informed regarding your project progress and any planned actions. Toward this end, consultants are expected to obtain the required sign-offs as they meet various project milestones.

As a Consultant, you should not discuss any non-technical problems with the client. All non-technical issues or problems should be discussed with your ATR Manager. Examples of these types of issues could include:

- ◆ Non-technical problems related to achieving the results of your assignment or administrative issues concerning pay or benefits
- ◆ Your feelings/attitudes toward the client or client employees
- ◆ Suggestions for improving a particular job or process or the overall operations of an assignment
- ◆ Advance information concerning your progress as it relates to your schedule or the attainment of specific standards
- ◆ Opportunities for a new client service or new business.

### **5.2 OPEN DOOR COMMUNICATION**

We strongly believe that open communication among all employees is the key to the successful operation of our business. We welcome your good faith efforts to resolve problems and answer questions. We encourage you to talk with your ATR Manager or to use the Employee Problem Solving Process detailed in Section 5.3. In addition, we expect you to report suspicious, unethical, or illegal behavior by other employees, clients, or vendors directly to a Managing Member.

### **5.3 EMPLOYEE PROBLEM SOLVING PROCESS**

We have established this Employee Problem Solving Process to help you to resolve work-related concerns. We encourage you to try to resolve a conflict or concern immediately so that it does not interfere with your job. The first step in the problem solving process is to discuss your concerns directly with your ATR Manager. Often,



problems can best be resolved at this level. If, however, the discussions with your Manager do not address your concerns to your satisfaction, you are free to contact a Managing Member to facilitate a resolution.

If you believe that you or another employee has been discriminated against, harassed, or otherwise treated unfairly under the law, we request you to report this directly to a Managing Member. Depending on the severity and nature of your complaint, we may ask you to document your concerns to enable us to conduct a more thorough investigation. We will maintain the confidentiality of all complaints to the extent that this is possible. Keep in mind that we must talk with others to verify the facts. You will not experience any retaliation for expressing good faith concerns or complaints.

## **6 - EMPLOYEE COMPENSATION, PERFORMANCE AND DEVELOPMENT**

### **6.1 COMPENSATION PHILOSOPHY**

ATR's salary administration philosophy is to attract and retain a workforce committed to achieving both corporate and personal goals by implementing a compensation program, which is:

- ◆ market driven;
- ◆ competitive from a total compensation perspective (this includes base salary, benefits, and variable compensation); and
- ◆ based upon internal equity.

Your compensation is confidential and should be discussed only with your ATR Manager. Discussion of your compensation with clients or other employees would be considered inappropriate and could be grounds for disciplinary action.

### **6.2 PERFORMANCE PLAN AND REVIEW**

We strive to communicate clear expectations and provide honest and regular feedback regarding performance. That is why we developed a Performance Plan and Review system. Under normal circumstances your ATR Manager should meet with you within 90 days of hire or job changes and annually thereafter to jointly discuss your key responsibilities and set performance priorities. Your Performance Plan and Review becomes a part of your employment file. If you believe you are due a performance review, you should discuss this fact with your Manager.

Your ATR Manager will normally conduct annual reviews of your performance. A salary adjustment may or may not be considered at the time of your review, depending on the nature of your position and assignment, the level of your performance, your current pay and the recency of your last pay adjustment.

### **6.3 TRAINING AND DEVELOPMENT**

Consultants may receive product specific training, as needed, to prepare them for the project to which they are assigned. Contact your ATR Manager for more information on training availability.

### **6.4 TUITION ASSISTANCE PROGRAM**

Subject to the availability of budgeted funds, ATR will provide up to \$2,000 of tuition assistance per fiscal year to eligible employees. In order to be eligible for tuition assistance, an employee must:

- Have completed 6 months of full-time employment prior to course registration;

- Obtain the written approval of a Managing Member to attend a job related course at an approved/accredited school in advance;
- Pay all tuition fees in advance;
- Complete the course with a “B” grade or better;
- Be employed by ATR when the reimbursement is to be paid; and,
- Sign an agreement to return any tuition reimbursed to the employee if the employee leaves the Company within 1 year from the date of the reimbursement or course completion whichever is later.

Tuition assistance includes tuition, enrollment and associated fees, lab or similar fees and book expenses which are documented as paid by the employee. Please contact your Manager for specific tuition reimbursement procedures. No tuition reimbursement will be paid for courses that are not approved prior to enrollment.

## **7 - WORK TIME AND ATTENDANCE**

### **7.1 OFFICE HOURS**

Office hours may vary by location and assignment. Please consult your ATR Manager. Consultants must observe the office hours at their respective client locations.

### **7.2 WORK HOURS/ FLEXIBLE SCHEDULE/ OFF SITE WORK RULES**

Work hours vary by team and/or client project requirements. Commuting time between your home and your work site is not considered part of your work time. Time used to travel between work sites and to attend management-approved training programs within the regular workday is considered work time.

If you are a non-exempt employee (see definitions), there may be times when you want to donate your time to ATR. Although we appreciate this gesture, to do so would violate specific legal requirements. Therefore, we require you to report all work hours in the manner requested. Non-exempt employees must obtain the specific approval of their Manager before working overtime.

We offer flexible work hours for Associates provided that assignments are adequately covered and all work can be completed on schedule. Work hours are negotiated to ensure that there is no interference with the completion of work.

Consultants may request flexible work hours only if they are offered by the client and according to the client's procedures.

### **7.3 OUTSIDE EMPLOYMENT**

You are permitted to secure outside employment provided that such employment does not:

- ◆ interfere with your ATR responsibilities
- ◆ present a conflict of interest with ATR's interests or the interests of any ATR client
- ◆ involve the use of Company assets or confidential information learned directly or indirectly through your employment at ATR.

See Chapter 4, Code of Conduct, for more information regarding conflicts of interest. If you are considering outside employment, you should discuss these issues with your ATR Manager and receive written authorization.

## **7.4 ATTENDANCE EXPECTATIONS AND PROCEDURES**

We expect you to be at work as scheduled. Frequent absences and/or lateness not only prevent you from doing your best work, but also interfere with the work of your ATR and/or client coworkers. Your regular attendance is your first step toward good job performance. ATR reserves the right to deny requests for paid time off based upon business conditions.

If you expect to be late or absent, personally contact your Manager and your Client Manager, if appropriate. If you cannot reach your Manager directly, leave a message and a number where you can be reached. You must call your Manager (and your Client Manager, if required) on each day of absence unless you are on an approved leave of absence.

If you are a Consultant, you must follow the client's procedures for attendance/absence if they differ from those of ATR. Excused absence days exceeding the number of accrued paid time off may not be compensated. If your absence is unexcused, it may not be paid. Further, if you are absent for two consecutive days without contacting your ATR Manager, we may consider this to be job abandonment, a voluntary resignation without notice.

## **7.5 PAID ABSENCES/LEAVE**

### **A. Leave Policy**

The following leave policies are provided to ensure understanding and compliance. ATR reserves the right to request and receive verifications for any of the leaves described in this section. As a general note, we should all acknowledge that leave time is extended as a benefit. Your use of these benefits should be responsible use. Any irresponsible use of benefits may affect reviews, promotions, and/or continued employment. Time off granted in accordance with any leave policy will not be credited as time worked for the purpose of computing overtime for non-exempt employees.

The policies described in this section, as with all information in this employee handbook, are not conditions of employment, do not create a contract between ATR and its employees, and may be changed at any time by ATR with or without notice to employees.

**In order for a salaried employee to be eligible for any paid time off, the employee must regularly work 30 hours or more each week. Salaried employees who work less than 30 hours a week and hourly employees are not eligible for paid leave unless the employee works in a jurisdiction that requires sick leave accumulation by law. In the latter situation, sick leave will be accrued per local legal requirements. If a salaried employee is in an unpaid leave status (e.g., family/medical or other leave of absence), the employee will not accrue paid time off.**

## **B. Paid Time Off**

Full time, salaried employees accrue paid time off in accordance with the schedule shown below. This paid time off may be used for holiday, vacation, client closures and personal reasons, subject to normal management approval. Paid time off is also available for use to cover absences due to illness and other medical needs. How employees utilize their paid time off is entirely within their discretion. Employees are, however, expected to use their paid time off smartly and conserve some paid leave to cover future mandatory holidays, client closures, medical needs and emergency situations. Employees can neither start nor end an assignment using paid time off.

<b><u>Completed Years of Service</u></b>	<b><u>Paid Time Off Accrues at Rate of:</u></b>	<b><u>Annual Accrual</u></b>
0-3	8 hrs per pay period	26 days
4-9	9.53 hrs per pay period	31 days
10+	11.07 hrs per pay period	36 days

Accrual rates may be adjusted for certain employees by the written authority of a Managing Member. The accrual rate earned for years of completed service will change in the pay period following your anniversary date.

All eligible employees may accrue a maximum of twenty days of paid time off. The paid time off accrual will cease once the total reaches twenty days. The accrual will restart when the employee uses some of his or her accrued time off, lowering the total to a level less than the maximum accrual. No payment will be made to employees in lieu of taking accrued paid time off.

In addition, paid time off may not be used to exceed 40 payable hours per week. For example, if an employee worked 34 hours over four days and took the fifth day off then they would report 34 billable hours and 6 hours paid time off on their timesheet, for a total of 40 paid hours.

### **New Employees**

New employees begin accruing paid time off immediately. Employees are not expected to use paid time off during their first three months of employment except in cases of mandatory holiday, medical necessity or with the approval of a Managing Member.

### **Unused Paid Time Off is Forfeited**

Subject to the requirements of applicable state law, no employee will be paid for any unused but accrued paid time off.

## **Advances**

For good cause shown and with approval of the Managing Members, an employee may be advanced paid time off up to an amount equal to the employee's projected accrual for the remainder of the calendar year or expected end of employment, which ever is less, and subject to a maximum of 2 weeks.

## **Repayment of Advanced Paid Time Off**

Any employee who terminates employment with a negative paid time off balance will have an equivalent amount of pay deducted from the employee's final pay check.

## **Holiday and Client Closures**

There are clients who may require ATR salaried employees to adhere to the client holiday schedule. In this case, eligible Consultants are required to follow the client holiday schedule. If this is the case the salaried employee must reserve enough paid time off to cover any and all client closures. It is always prudent to check with your Client Manager to review the client's holiday and other closures policy. Do not assume you will be advanced time off.

## **ATR Corporate Office**

The ATR Corporate offices are closed for certain holiday's each year. Employees assigned to a Corporate office should plan accordingly and save paid time off to cover these holidays. Do not assume you will be advanced time off.

## **C. Sick and Safe Leave**

Hourly employees who work in state or local jurisdictions that require paid sick leave are eligible to earn sick and safe leave. This leave is intended to allow employees to take paid time off to care for themselves or covered individuals including:

- a biological, adopted, foster, or stepchild of the employee;
- a child that the employee has legal or physical custody or guardianship of;
- a child that the employee is the primary caregiver to;
- a biological, adoptive, foster, or stepparent of the employee or the employee's spouse;
- the legal guardian of the employee;

- an individual who served as the primary caregiver of the employee when the employee was a minor;
- the spouse of the employee;
- a grandparent of the employee;
- the spouse of a grandparent of the employee;
- a grandchild of the employee;
- a biological, adopted, or foster sibling of the employee; or
- the spouse of a biological, adopted, or foster sibling of the employee.

Eligible hourly employees will accrue sick and safe leave time at the rate of one hour for every 30 hours worked. Hourly employees may earn up to 56 hours of paid sick and safe leave per year. This accrual rate has been generally adopted by most affected jurisdictions, however, if a specific state or local jurisdiction has an alternative accrual requirement, ATR will follow the local legal requirement. Unused sick and safe leave will be paid to the employee upon termination of employment, if required by the state or local sick leave law.

#### **D. Bereavement Leave**

During bereavement, a difficult time for all concerned, arrangements have been made to compensate a salaried employee's loss of earnings due to an absence because of a death in the immediate family.

In order to be eligible for this benefit, a salaried employee must have completed three months of continuous employment. This benefit does not apply while the employee is on a leave of absence.

Eligible employees will be permitted four consecutive working days off for the death of a spouse, child, parent, guardian, parent-in-law, grandparent, or sibling.

Pay for this leave will be computed at the regular salary rate to a maximum of eight hours for one day and will not be counted against an employee's paid time off.

Paid Time Off may be used to supplement bereavement leave with the approval of your ATR Manager.

#### **E. Jury Duty**

ATR believes that it is the civic duty of its employees to accept jury duty service when called. Therefore, postponements of jury duty shall be requested by the Company only in exceptional circumstances when it is determined that the employee's continuous efforts on critical or development projects are required to ensure the



success of the project. Requests for postponement must be discussed with your ATR Manager.

Salaried employees will receive pay at the regular base rate for up to five days of jury service per calendar year. You will also be allowed to use paid time off for jury examination and service beyond five days, if you have available leave. If no paid leave is available, leave without pay will be granted. In addition, ATR will follow related state requirements that differ from the above for the affected employees working in that state. See your ATR Manager for more information.

## **7.6 UNPAID ABSENCES/LEAVES**

### **A. Family/Medical Leave**

Eligible employees may take up to 12 weeks of unpaid leave during any twelve month period for specified family and medical reasons, consistent with the Family and Medical Leave Act.

#### **Eligibility**

To be eligible for family or medical leave, you must have worked at least 12 months for the Company and worked at least 1,250 hours in the 12 months preceding the leave request.

#### **Conditions Triggering Leave**

- ◆ Caring for a new-born child, or placement of a child with you for adoption or foster care;
- ◆ Caring for an immediate family member (your spouse, child, or parent) with a serious health condition as defined by the Family Medical Leave Act (FMLA); or
- ◆ A serious health condition as, defined by the FMLA that makes you unable to perform the functions of your job.

#### **Duration of Leave**

If eligible, you may receive up to 12 workweeks of unpaid leave during any twelve-month period. The twelve-month period is considered to begin on the first day of the most recent family/medical leave. Family/medical leave involving the birth or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement.

You may take family/medical leave intermittently - which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule - whenever it is necessary to care for a seriously ill family member, or because you are seriously ill and unable to work. In addition, intermittent leave may be provided at the

discretion of your ATR Manager for the birth of your child or placement of a child for adoption or foster care.

You may use your paid time off and any available discretionary holidays during a family/medical leave absence.

### **Maintenance of Health Benefits**

ATR will maintain coverage for you and (if applicable) your family under the group health plan during your family/medical leave. This coverage will be provided if you or your family was covered under the plan before the leave was taken and on the same terms as if you had continued to work. You must make arrangements with the ATR Manager to pay your share of health plan premiums while on leave.

As permitted by law, ATR may recover premiums it paid to maintain health coverage for you and your family if you choose not to return to work as scheduled.

### **Job Restoration**

Upon returning from a family/medical leave, you will be restored to your original job if it still exists, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

In addition, your use of family/medical leave cannot result in the loss of any employment benefit that you accrued or were entitled to before using the family/medical leave. However, these benefits will not continue to accrue during the family/medical leave.

### **Notice and Medical Certification**

When seeking family/medical leave, you will be required to provide:

1. Thirty days advance notice of the need to take family/medical leave, if the need is foreseeable.
2. Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member. Second or third medical opinions and periodic re-certification (at the Company's expense) may also be required.
3. Periodic reports during the leave regarding your status and intent to return to work.
4. Medical certification of fitness for duty before returning to work, if the leave was due to your health condition.

When leave is needed to care for an immediate family member or for your own illness, and is for planned medical treatment, you must try to schedule treatment so that it will not unduly disrupt the Company's operations.

## **State Requirements**

ATR will coordinate related state requirements with the FMLA to meet its legal obligations to eligible employees, when applicable.

## **B. Military Leave**

Employees (with the exception of interim employees) who are required to spend time on active military duty will be granted time away from work. The time off should be accounted for as follows:

- ◆ You may use accrued paid time off to cover active duty periods, if eligible.
- ◆ If you do not have enough accrued paid time off to cover the entire active duty period or you are not eligible for vacation leave, then time should be taken without pay.
- ◆ If you do not want to use or are not eligible for paid time off, a voluntary unpaid leave of absence can be granted.

You should notify your Manager promptly upon receipt of notice to report for military service or for more details regarding employment rights related to military service.

## **C. Other Leave Without Pay**

Since ATR provides ample leave for its employees, additional time off will be granted only under very compelling circumstances and only after all accrued leave days with pay have been used.

The additional leave must be approved in writing in advance by a Managing Member. All requests for unpaid leave must be in writing far enough in advance to allow your ATR Manager sufficient time to process the request through proper channels.

## **7.7 CLIENT CLOSINGS, INCLEMENT WEATHER**

### **A. Client Closures**

Occasionally, employees assigned to client sites experience unusual client closures. When this occurs, consultants assigned to these client sites are responsible for using accumulated paid time off to ensure their pay is unaffected. If a Consultant does not have available leave, the Consultant will be placed on leave without pay unless other arrangements are approved, in advance.

### **B. Inclement Weather Procedures**

Generally, it is ATR's policy to keep facilities open even during inclement weather conditions. There may be rare instances due to weather conditions that a facility may close, resulting in employees being asked to leave early.

In all other situations, leaving work early or not reporting to work due to inclement weather conditions is an individual decision. Hours not worked for this reason will be recorded as paid time off, when available and leave without pay if the employee has no available paid leave, unless our facility is officially closed by a Managing Member.

If this occurs, salaried employees will receive pay, hourly employees will be paid only for time worked.

## **8 - EMPLOYEE BENEFITS**

### **8.1 EMPLOYEE REFERRAL PROGRAM**

An employee may be eligible for a placement/referral bonus if he/she provides information that directly leads to a new client opportunity or the hiring of a new employee. The amount of the bonus varies depending on the scarcity of resources and demand for skills. Consult your ATR Manager for more information on current referral bonus programs.

### **8.2 WORKER'S COMPENSATION**

If you are injured on the job, your ATR Manager should be notified immediately to complete an accident report. It is critical that you comply with this procedure both to receive treatment and to protect the benefits to which you may be entitled under our worker's compensation insurance. All accidents and injuries should be reported no matter how small. If you fail to notify your ATR Manager of an on-the-job accident and you later incur complications from the accident, there may be reasonable doubt at the time of your claim and you may lose your compensation.

### **8.3 BENEFITS**

ATR offers a comprehensive benefits program. Depending on your position and the length of your contract, you may be eligible to participate in a wide range of benefit programs. Detailed information regarding administration, eligibility, waiting period, coverage, and funding is included in other documents. We will provide you with the booklets for all benefits for which you are eligible. If you need more information at any time, contact your ATR Manager.

The benefits that we offer to eligible employees represent a considerable monetary contribution that we make on your behalf in addition to your paycheck.

## **9 - SEPARATION FROM EMPLOYMENT**

### **9.1 TERMINATION PROCESS**

There are two types of employment termination, voluntary and involuntary. If you initiate the termination, then it is considered to be voluntary. If this is the case, we request the courtesy of at least two weeks notice. Failure to provide this notice may result in leave without pay or immediate termination.

If we initiate the termination, then it is considered to be involuntary. If this is the case, we will provide you with as much notice as is possible and appropriate, depending on the circumstances.

### **9.2 TERMINATION PAY**

Your final paycheck (minus any amounts owed ATR) will normally be given to you by the usual means on the next regularly scheduled payday following your last day of work or in accordance with applicable state law. See your ATR Manager for more information.

### **9.3 COBRA CONTINUATION COVERAGE**

If you are enrolled in the Group Health Care Plan when you separate from employment, you may be eligible for continued participation in the plan for a limited time at your cost plus a 2% administrative fee. For more information contact your ATR Manager.

## ALPHABETICAL LISTING OF TOPICS

### TOPIC/SECTION

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