**HANDBOOK FOR EMPLOYEES CONSULTANTS**

This handbook was designed to help you get acquainted with the <<Company Name>> (“<<BusinessShortName>>” or “Company”). If you have just joined us, you may have questions about our operation, policies, procedures, and benefits. If you have been with us for a while, you may find this new edition to be a useful and handy reference. Not all Company policies and procedures are covered; however, we have tried to summarize the more important ones. The intent of this handbook is to give you a brief up-to-date view of the Company and those policies that will affect you the most. Every attempt has been made to ensure the information in the handbook is accurate. Consult with your supervisor or manager if any of the information in this handbook is unclear.

Nothing contained in this Employee Handbook or any other personnel document, including benefit plan descriptions, creates, or intended to create, a promise or representation of continued employment for any employee. Nor is it intended as a contract, either express or implied. This handbook supersedes and replaces all previous employee handbook(s), to the extent the specific policy updated is substantially altered or eliminated in this version of the Employee Handbook. No oral statements or representations can in any way change or alter the provisions of this Handbook.

The Company’s employees are employed at-will and at the pleasure of the. Other than a written agreement signed by the CEO of the Company and approved by Company’s Board of Directors, no one has the authority to make any agreement for employment other than for employment at-will. Other than a written agreement signed by the CEO of the Company, no one has the authority to make any agreement limiting the Company’s discretion to modify the terms and conditions of employment.

Because the Company is an ever-changing organization and because of changes in the law, the policies, procedures, practices, and benefits described in this handbook will change from time to time. The Company reserves the right from time to time, in its sole and absolute discretion, to add to, delete, modify, amend or otherwise change this handbook (except for employment at-will status) or any of our policies, benefits and practices at any time with or without notice (except that future changes to these policies and procedures are not intended to interfere with benefits that have vested under these policies). The only exception is our “at will” employment policy, which may only be modified by an express written agreement signed by you and the Company’s CEO and approved by Company’s Board of Directors. However, you should always check with your supervisor for the current status of any policy or procedure.

Company benefit plans are defined in legal documents, such as insurance contracts, plus official plan-benefit texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents will govern, not the informal wording of this handbook.

Except where otherwise noted, this handbook applies to both exempt and non-exempt employees. This Employee Handbook is the property of Company and should not be disclosed outside the company. Any unauthorized dissemination; distribution or copying of this communication is prohibited.

It is to your advantage to read the entire handbook in order to have a complete understanding of the material covered. Any suggestions for improvement are always welcome. Anyone needing assistance in interpreting the information contained in this Employee Handbook should contact your supervisor.

**MESSAGE FROM CEO**

It is a pleasure to welcome you as an employee of <<BusinessShortName>>. As a member of our team, the importance of your contribution cannot be overstated. Our goal is to provide “best in class” programs and services to our clients and business partners. You are an important part of this process, for your work directly influences our success in achieving our mission and contributes to the reputation of the Company. We pride ourselves on our openness, tolerance and respect for others.

<<Brief description about the Company to help employees know about the company better. May be about 50-150 words>>

#### Core Values

Our core values include, but are not limited to, integrity, commitment, excellence, transparency, superior technical competencies, environmental sustainability, social responsibility, caring for the community, client and customer focus, human rights and recruitment of the best possible people. Our Core Values provide important information about our business relationships and practices, the proper use of company assets, safeguarding and protecting information, and how to seek help and report concerns. Nothing is more important to our culture - and our success - than our uncompromising integrity. That's why our Core Values have my personal support, as well as the support of our leadership team and our board of directors. By committing to our Core Values, together we will continue to make a company where our Core Values are not just a slogan, but a way of life.

The success of the Company depends on extensive teamwork and the cooperation between our team members. Therefore, it is extremely important for employees to perform their jobs to the utmost level of professionalism and commitment. Our success will largely be due to the cooperation, hard work, and commitment to excellence that we all share.

We hope you will take the time to read this handbook and save it for future reference. Take the time to understand it, know what's expected of you, and how it relates to your job. If you have any questions regarding its contents, do not hesitate to ask your supervisor.

We are pleased with your decision to join our organization and look forward to a positive and mutually rewarding relationship. We extend to you our personal best wishes for your success. Good luck in your new position and, again, welcome to our team!

Thank you for all you do to make <<BusinessShortName>> a world-class, ethical organization.

<<CEO Name>>

CEO

**SECTION A - ESSENTIAL LEGAL PROVISIONS**

**AT-WILL EMPLOYMENT**

Our personnel are employed on an at-will basis. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CEO has the authority to make any such agreement, which is binding only if it is in writing.

**EQUAL EMPLOYMENT PRACTICES**

One of our major objectives is to maintain a reputation for high standards of business practices, as well as to comply with applicable laws. To this extent, the Company maintains a policy of non-discrimination with respect to employees and applicants for employment. All aspects of employment within the Company are governed on the basis of merit, competence and qualifications. We strive to hire a strong, diverse workforce. Diversity creates inclusion, inspiration and innovation. By attracting and maintaining a diverse workforce, we create an environment where differences are valued and respected -differences in experience, background, and opinion.

The Company is committed to providing equal employment opportunities for all applicants and employees and maintaining a workplace free from discrimination, harassment and retaliation. We do not tolerate this type of behavior by anyone. This includes unlawful discrimination or harassment under applicable laws. This principle applies to all areas of employment, including recruiting and hiring, promotions and transfers, compensation and benefits. All aspects of employment within the Company are governed on the basis of merit, competence, qualifications and prescriptions stated within the ambit of the law of the land. This commitment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and co-workers.

The Company is an equal opportunity employer and does not discriminate against qualified applicants or employees with respect to any terms or conditions of employment, on the basis of race, color, gender, religion, sex, marital status, veteran status, age , national origin, ancestry, physical or mental disability, medical condition, genetic information, gender identity, gender expression, sexual orientation, citizenship status, veteran/military-service status or any other characteristic protected by Central, state or local law. Decisions made with respect to recruiting, hiring and promotion are made on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of other personnel matters such as compensation, benefits, transfers, reduction in force, training, education and social/recreational programs are free from discriminatory influence.

In accordance with applicable law protecting qualified individuals with known disabilities, the Company will attempt to reasonably accommodate those individuals, unless doing so would create an undue hardship on the Company, and will engage in an interactive dialogue to accomplish that objective. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact their manager and request an accommodation.

If you believe you have been treated unfairly with regard to any employment decision, you are encouraged to bring these issues to the attention of your manager. Employees can raise concerns without fear of reprisal. The Company will attempt to investigate all complaints and will not permit retaliation against any employee who has made a good faith complaint of unlawful treatment. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary actions, up to and including termination of employment.

**COMMITMENT TO HARASSMENT-FREE WORKPLACE AND BULLYING PREVENTION**

The Company is committed to maintaining a working environment that is free of unlawful discrimination and harassment. Employees of the Company must treat each other and those with whom they come in contact with courtesy and professionalism. The Company strongly disapproves of and will not tolerate harassment based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, marital or registered domestic partner status, genetic information or other protected categories. This policy has been developed to ensure a work environment free from harassment. Such harassment can be illegal and extremely harmful both to the persons subjected to it and to the achievement of our common goals. This policy is being issued to inform all Company employees what the Company considers to be harassment and how the Company will respond. The Company will make every effort to ensure that all personnel are familiar with this policy and understand that the Company will investigate thoroughly and resolve appropriately any complaint of harassment received. We welcome any questions, comments, and suggestions as to how this policy may be improved.

In keeping with this commitment, the Company has a “zero tolerance” policy regarding unlawful harassment of any sort by and/or against anyone, including any supervisor, co-worker, customer, consultant or vendor. We expect you to accomplish your work in a businesslike manner and to respect the dignity and well being of your fellow employees, customers, consultants, vendors and the like. Any employee who has committed acts which are found to be in violation of this Policy will be subject to disci­plinary action, up to and including dismissal.

The Company believes that the elimination of unlawful harassment begins with its prevention and the Company remains committed:

* To publicizing this policy at least annually to all employees of the Company, and to provide new employees of the Company with a copy of this policy when they start employment, to ensure their understanding of their rights and obligations under this policy, and the procedures for filing complaints under this policy;
* To developing methods to sensitize all employees to issues of harassment; and
* To maintaining effective procedures for the enforcement of this policy and for the filing of complaints under this policy.

Prohibited harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), gender, gender identity, gender expression, sexual orientation, age , religion, creed, physical or mental disability, medical condition, genetic information, marital status, citizenship status, military-service status or other protected status group, or based upon a protected activity (such as filing a discrimination or harassment complaint or opposing discriminatory practices). This policy applies to all persons involved in the operations of the Company and prohibits unlawful harassment by any employee, whether committed by supervisory or non-supervisory personnel.

Unwanted or unwelcome harassment includes: (1) inappropriate comments, slurs, epithets, threats, degrading remarks, jokes, tricks, labels, insults, teasing or gestures related to a protected characteristic; (2) displaying or passing around objects or pictures offensive, for example, to a protected group; and (3) any conduct which has the purpose or effect of substantially interfering with a person's work performance or of creating an intimidating, hostile or offensive work environment.

Sexual harassment deserves special mention. No employee shall indulge in any act of sexual harassment of any woman employee at work place.

**Explanation:** For the purpose of this Regulation, "Sexual Harassment" shall include such unwelcome sexually determined behaviour, whether directly or by implication as:

* physical contact and advances
* demand or request for sexual favours
* sexually coloured remarks
* showing pornography
* any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This policy prohibits unlawful sexual harassment by any employee, whether committed by supervisory or non-supervisory personnel, as well as by nonemployees, such as vendors, customers or consultants.

Sexual harassment may include, but is not limited to:

* verbal conduct such as:
* repeated offensive or unwelcome suggestive comments, flirtations, advances or explicit sexual propositions
* making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress
* making or threatening reprisals after a negative response to sexual advances;
* sexual innuendo, sexually-oriented "kidding", "teasing" or "practical jokes",
* jokes about gender-specific traits, foul or obscene language or gestures
* continual or repeated verbal abuse or degrading remarks of a sexual nature
* sexually degrading words to an individual, or suggestive or obscene letters, notes, cards, e-mails or invitations
* visual conduct such as:
* the display or sharing of offensive, obscene or sexually explicit printed, or
* visual material (including email transmissions and material on your computer screen), or
* physical conduct of a sexual nature such as:
* sexual assault or battery; or unwelcome physical contact, such as touching, patting, pinching, hugging, brushing against another’s body, physical interference, such as impeding, crowding or blocking of normal movements; flirtations which are unwelcome, leering, or whistling

This behavior is unacceptable in the workplace itself and in other work-related settings, such as business trips and business-related social events.

Bullying

Bullying or intimidation is the persistent and unwelcome demeaning and downgrading of employees through actions, words, or communications that erode self-confidence and undermine self-esteem.

###  HOW TO REPORT VIOLATIONS - OUR COMPLAINT PROCEDURE

All employees of the Company have the right and the responsibility to report violations of this policy, and are thus strongly encouraged to do so. The Company has developed procedures in this Section for the resolution of violations of this policy and will respect the personal privacy of all persons involved. The Company will maintain written records of reported violations of this policy. These records will remain confidential to the maximum extent possible, except as specifically necessary for the investigation of any reported violation, for the taking of any disciplinary action under this policy or in order to comply with an order of any court or government agency of competent jurisdiction. For the protection of the interests of persons wishing to report violations of this policy, the Company does not require individuals to report incidents of harassment to their immediate supervisors.

Any person wishing to report violations of this policy is encouraged to do so promptly so that the Company may respond rapidly and take appropriate action. This will not only help persons reporting such violations, but will help the Company maintain for all employees a working environment free from harassment. If you feel you have witnessed or experienced prohibited harassment, please ***immediately*** bring it to the attention of your Manager or CEO or any company manager to whom you would feel comfortable reporting the complaint. You are encouraged to give a written or verbal report of such prohibited harassment promptly to prevent the conduct from becoming severe and widespread, even though you may be reluctant to report such conduct. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, the dates and times of the alleged harassment, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, *et cetera*). A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

All such internal complaints will be investigated promptly, objectively and thoroughly. All investigations will be handled with discretion; sensitivity and due concern for the dignity of those involved and will be as thorough as necessary. Anyone who is alleged to have committed acts of harassment will be contacted during the investigation and permitted to respond to the specific allegations. If the investigation substantiates that misconduct has occurred, effective and appropriate remedial action will be taken consistent with the circumstances involved. Any employee whose conduct has been found to violate this policy will be subject to remedial action (such as training or counseling) and/or disciplinary action that could range from a warning and a reprimand, up to termination of employment, depending on the circumstances. All parties involved (including the person reporting the conduct) will be informed of the results of the investigation. In addition, we will follow up the investigation to ensure that the problem has been resolved, that any harassment (if shown) has ended and that no retaliation has occurred. Finally, all documentation concerning the complaint and the investigation will be maintained in a file separate from the personnel file of the person making the complaint.

**A Word about Liability for Harassment**

Any employee, whether a coworker, supervisor or manager, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any employee who engages in prohibited harassment may also be held personally liable for monetary damages in any legal action. Any manager or supervisor of the Company who knows about harassment and takes no action to stop it or fails to report the harassment may also be subject to discipline up to and including discharge.

We have developed this Policy to ensure that all of our employees can work in an environment free from harassment prohibited by this Policy. The Company will make every effort to ensure that all its personnel are familiar with this Policy and know that any complaint will be thoroughly investigated and appropriately resolved.

No Retaliation

No employee will suffer retaliation or intimidation as a result of using our internal complaint procedure or voicing a complaint in good faith, participation in good faith in an investigation pursuant to this policy, for having assisted another employee report harassment or discrimination, or for otherwise participating in any proceeding conducted by either of these agencies. Retaliation is a serious violation of this policy and should be reported immediately. The Company will not knowingly retaliate against someone who makes a complaint and will not tolerate retaliation against an individual for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. Any person found to have retaliated against another individual for reporting conduct in violation of this policy will be subject to the same disciplinary action provided for individuals whose conduct is found to be a violation of this policy.

**Disability, Pregnancy and Religious Reasonable Accommodation**

In furtherance of our society’s commitment to end discrimination against qualified disabled individuals, it is Company’s policy that no program or activity administered by the Company shall exclude from participation, deny benefits to or subject to discrimination any individual by reason of his or her physical or mental disability as defined under state and Central laws. Likewise, the Company will attempt to reasonably accommodate employees with disabilities (including those due to pregnancy) and employees with specific religious beliefs or practices.

1. Disability/Pregnancy Reasonable Accommodation

The Company provides reasonable accommodations to qualified disabled and pregnant workers to the full extent required by law. Requests for accommodation should be made in writing to the employee’s supervisor. The Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified disabled individual. Therefore, it is your responsibility to come forward if you are in need of an accommodation. The Company does not need to know your diagnosis, prognosis or any other private medical information, but does need certification from your physician or other health care provider that you are disabled and limited in a major life activity. We also need know what sort of accommodation you need to do your job and the expected duration of any limitations.

Company further recognizes that employees with life-threatening illnesses, including but not limited to cancer, heart disease, and AIDS, may wish to continue engaging in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards with or without reasonable accommodation, and medical evidence indicates that their working does not present a substantial threat to themselves or others, they will be permitted to do so.

Company may refuse to adopt an accommodation for reasons including, but not limited to, the following:

* the accommodation does not enable the disabled employee to sufficiently perform the “essential functions” of the job position;
* the accommodation poses a significant risk of substantial harm to the employee or to others;
* the accommodation requires that the Company violate safety laws, rule regulations, or orders under state or central laws; and
* the accommodation otherwise creates an undue hardship on the Company.

Also, the Company will, upon the employee’s request, and on the advice of her healthcare provider, grant requests for reasonable accommodation for pregnancy, childbirth or related medical conditions. The Company requires a doctor’s certification of the condition and need for accommodation.

Finally, the Company is committed for not discriminating against any employee or applicant because they are related to or associated with a person with a disability.

1. Religious Reasonable Accommodation

The Company will provide reasonable accommodation for employees’ religious observances and requirements when employees bring such matters to the Company’s attention and a reasonable accommodation can be identified. A reasonable accommodation is one that eliminates the conflict between an employee’s religious beliefs or practices and the employee’s job requirements, without causing undue hardship to the Company or co-workers. The Company will openly communicate with desiring such accommodation to specifically discuss and take action to reasonably accommodate employees’ needs if possible. Any employee who perceives a conflict between job requirements and religious belief or practice should bring this conflict and a request for accommodation to the attention of his or her supervisor to initiate this accommodation process.

### Non-Fraternization

**The Company recognizes and respects the personal privacy of its employees. However, the Company desires to avoid misunderstandings, actual or potential conflicts of interest, and complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships between managerial, supervisory and other employees within the Company.**

Employees, both managerial and non-managerial, are discouraged from becoming romantically involved with other employees. Managers and supervisors are prohibited from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. In the case of any such relationship, the Company, in its sole discretion, may determine that the personal relationship in question creates a conflict of interest, cause legal liability, or present concerns regarding supervision, safety, security or morale. In such a situation, the Company may take whatever action it deems appropriate, up to and including transfer or termination.

Any supervisor or manager involved in such a relationship should immediately fully disclose the relevant circumstances to management so that a determination can be made as to the effect of the relationship on the Company. Failure to do so can result in disciplinary action, up to and including termination.

In other cases where a conflict or the potential for conflict arises because of a relationship between two employees, even if there is no supervisory relationship involved, the Company will work with the employees to reach the best decision for all parties, taking the employment history and job performance of both employees into account. The Company may take actions it deems reasonable to eliminate potential conflict.

**Open Communication**

One of the principal goals of the Company is to maintain a friendly, cooperative atmosphere between employees and all levels of management. While good human relations will minimize or solve most employee problems, it is understandable that occasional situations arise which will require additional attention. The Company’s problem solving system has been designed just for such a purpose. The intent of this system is to provide you and the Company with a means of resolving employee relations issues that interfere with getting your job done.

Communication is a two-way street and is essential to the success of our Company. Every management team member has an open office door, and employees are encouraged to present their concerns, ideas or suggestions to their managers. If you find that you still have concerns after meeting with your manager, please request a meeting with CEO.

The Company is committed to providing the best possible working environment. We are further committed to employees working together to achieve the Company’s goals. We believe that, through open communication, conflicts can be resolved leading to a mutually beneficial working relationship for all employees. It is in everyone's best interest to find solutions to problems as quickly as possible in order to maintain a positive work environment.

Retaliation against employees for reporting issues or participating in investigations will not be tolerated and the Company will make every effort to protect employees who report matters of concern in good faith.

**Personnel Records**

The information in your personnel file is extremely important to you and the Company. It is your responsibility to make sure that the personal data in your file is accurate and up to date, because this information is used for benefit administration, taxes, notification in case of emergency, etc. We respect your right to have the information in your records treated confidentially, consistent with requirements of law for disclosure of such information.

Contact your supervisor immediately if there are any changes in your personal details like Home Address, Telephone Number, Marital Status etc.

**Inspection of Your Personnel Records**

Employees have the right to inspect and receive a copy of their personnel records. Your personnel records may be reviewed post approval from your manager and in intervals in accordance with existing legal requirements. All requests to review your personnel records should be referred to your supervisor. In addition, employees have the right to request copies of all employment-related documents that they have signed. If you desire, you may add a written statement to your file explaining any disputed item. Personnel records are the property of the Company and may not be removed from the Company’s premises without written authorization from authorized manager.

**Payroll Records**

Employees have the right to inspect and copy certain Company payroll records regarding their compensation and deductions from their compensation, upon reasonable request, in accordance with existing legal requirements. Employees wishing to review or copy payroll records should notify their Manager.

**Release of Information**

Except for records and information that we are legally required to provide, no information about you, other than dates of employment and positions held, will be released.

**Solicitation, Distribution of Literature and Posting on the Company’s Property**

To avoid disruption of operations, the following rules apply to solicitations and the distribution of literature on Company property.

* Persons not employed by Company:

Persons not employed by the Company may not solicit or distribute literature on Company property at any time for any purpose without authorization of their manager.

* Employees of Company

Employees of Company may not solicit or distribute advertising materials, leaflets, handbills and literature of any kind during “working time” or in “working areas” for any purpose; “working areas” are all areas in Company except the employee break room lobbies and parking areas. Additionally, staff members may not use Company’s electronic messaging systems to engage in solicitation. Solicitation by an employee who is not on “working time” of another who is on “working time.”

* Working Time:

“Working time” includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. “Working time” does not include break periods, meal times, or any other specified periods during the workday when employees are not engaged in performing their work tasks.

Any requests from outside persons or organizations to sell merchandise, solicit contributions, distribute literature, arrange displays or utilize company facilities are to be referred to your Manager.

### Employee Property, Company Property and Right to Inspect and Search Company Property

Employees are urged not to bring valuables to work or work-related activities. If you still decide to do so, keep your valuables in a secure location. The Company assumes no responsibility for the loss, theft or damage of an employee’s personal property.

Lockers, desks, cabinets, vehicles, computers, telephones, cell phones/wireless communication devices or other equipment or furniture are Company property and are to be used only for work-related purposes. The Company reserves the right to inspect all Company property at any time without notice and whether or not you are present. If a reasonable suspicion exists that an employee is in unauthorized possession of Company property, customer property or another employee’s property, his or her personal possessions may be subject to search. You may also be asked to open briefcase, purses, backpacks, boxes, packages etc. when leaving Company premises.

An employee's consent to a search of his or her personal property is required as a condition of employment and the employee's refusal to consent may result in termination. Employees have no reasonable expectation of privacy as to Company-supplied property.

**SECTION B - SAFETY IN THE WORKPLACE**

**Employee Responsibility**

The Company is committed to providing you a safe, secure and healthy workplace. The Company makes every effort to maintain a safe and healthful environment for its employees, consistent with Central, state, and local safety codes. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. The most important preventive measure is that you perform your job in the safest possible manner.

Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

In the event of an illness, injury or medical incident in the workplace, first aid supplies are located in the designated area.

* Immediately report to your Manager any potential health or safety hazards and any broken or damaged equipment.
* Immediately report to manager any accidents in the workplace, whether or not any injury resulted. Understanding the cause of an accident can enable Company to take corrective action that may reduce or eliminate a future injury from the same occurrence.
* Immediately report to your manager any illness or injury (no matter how minor) believed to be work related.
* Do not sit in front of a computer terminal for extended periods. Take frequent and small breaks to stretch and flex your neck, shoulders, back, arms and hands.
* Avoid overloading electrical outlets.
* Use caution with any flammable items such as cleaning fluids.
* Walk – don't run.
* Keep cabinet doors and file and desk drawers closed when not in use.

Do not attempt any work on equipment until it is unplugged from all electrical connections and only then if you have been trained and authorized to do perform such work by your supervisor.

**Threats of Violence in the Workplace**

The Company does not tolerate violence, threats of violence, or other conduct that threatens or harms the safety of persons in the workplace. Firearms, explosives or weapons of any kind are not allowed in the workplace, even if you possess a permit to carry concealed weapons. Weapons are also prohibited at off-site locations where the Company’s business is conducted or at the Company-sponsored events.

Employees who overhear a co-worker, member, or anyone on Company property making a threat of violence, or otherwise learn of any threat of harm to themselves, to other employees, or to guests on our property, have an obligation to immediately report the matter to their supervisor or an officer of the Company. Employees should report all threats, even those that appear to have been in jest. All threats of harm should be reported so that the Company will have the opportunity to investigate and respond to the truly volatile situations. All reports made to the Company will be thoroughly and promptly investigated.

**Smoking**

Smoking is prohibited in the workplace.

**Drug and Alcohol-Free Workplace**

The Company is committed to providing a safe, productive and healthful work environment for you. There are a variety of policies to ensure that you perform your responsibilities safely, efficiently and in a manner that protects your interests as well as those of co-workers, guests to the facility and our customers. To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, the Company has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

This commitment would be severely compromised by illegal substance abuse at our work site. Accordingly, the Company requires you to report for work fit to perform your responsibilities. You may not have excessive amounts of otherwise lawful, controlled substances in your system - such as alcohol and over-the-counter medications – that impair your ability to work or make you appear to be "under the influence” while at work. This also applies while performing work duties away from the Company, or while attending company-sponsored events. Regardless of the occasion, employees are expected to act responsibly and abide by all local laws and regulations. Under no circumstances may you operate a motor vehicle while under the influence while working for or on behalf of the Company, whether using your personal vehicle, a company car, or a rental car.

At no time may you use, possess, or be under the influence of any illegal or unauthorized controlled substances on the Company’s property including parking lots. Possessing, consuming, trafficking, selling or being under the influence of intoxicants, narcotics, marijuana or other controlled substances, alcoholic beverages, or illegal drugs on Company’s premises or elsewhere on duty is prohibited and is grounds for disciplinary action, including immediate dismissal. The Company may also notify law enforcement officials as appropriate. Employees must not report for duty under the influence of any narcotics, intoxicants, marijuana, controlled substance, or illegal drug, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. While nothing in our policies precludes the appropriate use of legally prescribed medications, this prohibition also includes any medication taken by an employee, including those prescribed by a doctor, that may in any way pose a direct threat to the employee’s health and safety or the health and safety of others.

The Company maintains a policy of nondiscrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history, which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.

Employees are, however, permitted to consume alcoholic beverages on Company’s premises if they have been invited to participate in a Company-sponsored function. However, they are expected to exercise good judgment in the amount of alcohol that they consume.

**SECTION C –OPERATIONAL CONSIDERATIONS**

**Verification of Work Authorization**

The Company will comply with applicable immigration laws. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and authorization to work. Verification of required documents will normally occur on the first day of employment, but no later than 3 days after beginning work. Failure to provide the legally required documents within the required time frame will result in the withdrawal of the job offer or termination of employment. If you have any questions or need more information on immigration law issues, please contact your Manager.

**Employment of Relatives**

Relatives of employees may be ineligible with the Company if employment of the relative of the current employee would result in the individuals being in a direct supervisory relationship or in job positions in which a conflict of interest could arise. “Relatives” are defined to include spouses, domestic partners, children, siblings, parents, in-laws and step-relatives. Present employees who subsequently become related through marriage or a registered domestic partnership will be permitted to continue working in their current job positions only if the job positions do not entail direct supervisory relationship with one another and the job positions do not involve an actual or potential conflict of interest.

**Employment Status**

Full-Time Employee

A “Full-Time Employee” is defined as an employee who is regularly scheduled by the Company to work 40 or more hours a week. Full-time employees are entitled to Company benefits, provided they meet the specific eligibility requirements for each benefit.

Part-Time Employee

A “Part-Time Employee” is defined as one who is normally scheduled to work fewer than thirty hours (30) per week. Part-time employees are not eligible for Company benefits, unless required by law (if any).

Temporary Employees

“Temporary Employees” are employees who are employed to work on special projects for limited periods of time or on a “fill-in” basis. These positions are not intended to be a part of continuing operations. The employment status of temporary employees will not be changed due to an extension of employment in excess of that originally planned. Temporary Employees are not eligible for any Company benefits (such as Paid Time Off (PTO), Provident Fund plan, holiday pay, stock options, and health and dental coverage and the like), unless required by law (if any).

Intern

“Interns” are employed for a special status for a specified period, e.g., summer, and academic semester. Interns are not eligible for participating in any Company benefit plans (such as Paid Time Off (PTO), Provident Fund plan, holiday pay, stock options, and health and dental coverage and the like), unless required by law (if any).

In addition, all employees are either exempt or non-exempt.

* *Exempt Positions:*

Employees not covered by minimum wage and overtime law. In most cases, an exempt position is a professional, executive, manager, supervisor or administrator, as defined by law. Timesheets are used to record hours worked, sick leave, vacation and unpaid time off.

* *Non-exempt Positions:*

Employees subject to the laws regarding minimum wage and overtime pay. Timesheets document daily start and stop times, meal periods, sick leave, vacation and unpaid time off.

If you have questions concerning your employee classification or status, or the benefits in which you qualify, please consult your supervisor.

**Performance Reviews and Deficiencies**

The Company’s performance review program is intended to provide you with information concerning your performance and development. You are encouraged to be proactive in this area by meeting with your supervisor to discuss objectives and receive performance feedback. Thereafter, each employee will receive an annual “end of the calendar year” review of his or her performances from management.

Performance reviews may include, among other things, a review of the quality and quantity of the employee’s work, job knowledge, initiative, work ethic, adherence to Company policy and attitude towards work and others. Performance reviews should help employees become aware of their progress, the areas in which they need to improve and objectives for future performance.

Positive performance evaluations do not guarantee increases in pay or promotions. Salary increases; bonuses and promotions are solely within the discretion of the Company and depend upon many factors in addition to the individual performance. There is no exact formula that relates salary or any bonus to exact work metrics (lines of code, support cases, etc.). Appraisals and adjustments are part objective and part subjective. Additionally, adjustments (raises and/or bonuses) are based on both individual, team and company performance.

**Professionalism and Client Relations**

Creating the Best Impression

the Company strives to provide our clients with the best possible service. One of your primary responsibilities as an employee is to serve our clients promptly and courteously. As far as our clients are concerned, you are <<BusinessShortName>>. No matter what your position is, you should always think of your job in terms of service to the client. Please strive to make a positive impression.

Professional Conduct

Employees are also expected to conduct themselves in a professional manner at all times in the workplace. The Company prohibits unprofessional behavior in the workplace, such as comments, jokes, gestures, printed materials, emails, instant messages or voicemails that are inappropriate, or contain vulgar language or harmful gossip about co-workers, clients and any other behavior of a sexual or offensive nature. Failure to observe these standards will not be tolerated.

## PROTECTING CONFIDENTIAL INFORMATION OF COMPANY

Information about the Company, its officers, employees, consultants, customers and vendors is to be kept confidential and divulged only to individuals within the Company with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, you should err in favor of not divulging information and discuss the situation with your manager or one of the Company’s officers.

All records and files maintained by the Company are confidential and remain the property of the Company. Records and files are not to be disclosed to any outside party without the express permission of the CEO. Confidential information includes (whether hard copy, stored electronically or otherwise) information not otherwise generally known to the public, such as: financial records; presentation materials, business, marketing, and strategic plans; personnel and payroll records regarding current and former employees; personal information about staff, including their home address, cell numbers, personal email address and home telephone number; the identity of, contact information for, and any other account information on program recipients, consultants, and vendors; and any other documents or information regarding the Company operations, procedures, or practices. Confidential information may not be removed from the offices of the Company without express authorization.

**Confidential information obtained during or through employment with the Company may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit**.

The Company reserves the right to take any legal action to prevent impermissible use of confidential information and to recover damages incurred as a result of the impermissible use of confidential information. Employees may be required to enter into written confidentiality agreements confirming their understanding of the confidentiality policies of Company.

*A Special Word about Laptops / Cell Phones / Wireless Communication Devices and Safeguarding Confidential Information.*

Due to their obvious small size and portability, laptops, netbooks and wireless communication devices require special care. Any Company confidential information stored on a laptop, netbook and wireless communication device (or other portable electronic storage devise such as a USB flash drive or external hard drive) must be protected from disclosure as a result of theft or other loss. Password protection at the device or document level must be used as appropriate. Confidential information from customers, partners, or other parties (often subject to NDA) should not be stored on a laptop, netbook or wireless communications device in the first place or otherwise copied from the Company network.

Authorization to store confidential information on a Company laptop, netbook, wireless communications, USB flash drive or external hard drive device must always be first obtained from the CEO or your Manager and such information must always be password-protected when authorization is given. Authorization to e-mail confidential information to an employee’s non-company email address is strictly prohibited. Violation of this policy will be dealt with severely and may result in disciplinary action, up to and including termination.

Finally, because technology exists to intercept cell phone conversations, employees should always be sensitive to this risk and take proper precautions when discussing confidential or sensitive matters.

### ETHICAL STANDARDS AND COMPLIANCE WITH THE LAW

The Company has an excellent reputation for conducting its business activities with integrity, fairness and in accordance with the highest ethical standards and is committed to maintaining the highest standards of conduct and ethics. The Company's policy is to comply with all laws and regulations that apply to its business, regardless of the jurisdiction in which the business is conducted. All the Company employees and all those who work with, or on behalf of, the Company must comply with applicable laws, rules and regulations. We also expect our business partners, suppliers, contractors, and agents will abide by similar values and standards and will always act with integrity and in accordance with applicable laws rules and regulations.

Depending on your role and job function at the Company, several areas of compliance that may be applicable and particularly noteworthy to you in your day-to-day work are covered below. How these provisions may apply to you or your obligations under them should be addressed with the Company’s CEO. If you are ever in doubt whether an activity meets our ethical standards or how these provisions may apply to you or your obligations under them, please discuss it with our CEO.

**Antitrust and Competition Laws**

Our policy is to comply with all applicable antitrust and competition laws. Antitrust laws - also known as anti-monopoly, competition or consumer protection laws - are intended to preserve competition by prohibiting actions that could unreasonably restrain a free marketplace.

These laws often regulate the Company's relationships with its suppliers, distributors and dealers. They cover prices, discounts, credit terms, promotional allowances, exclusive dealerships or distributorships, restrictions on carrying competing products, terminate on of relationships, and many other practices.

They also govern relationships between the Company and its competitors. Contacts with competitors should be made only for legitimate business purposes and limited to communications that are needed for that purpose. Communications with competitors should always avoid subjects such as prices, terms and conditions of sale, customers and suppliers, marketing and research and development plans, and other competitively sensitive information.

**International Trade**

The Company expects its employees to comply with all applicable laws and regulations concerning importing and exporting products and services. This includes complying with regulations preventing companies from supporting or cooperating with an unsanctioned boycott of another country, or from doing business with certain persons or entities.

**Global Anti-Bribery and Anti-Corruption**

A bribe is a payment or gift made to influence someone in their official or professional capacity, or to induce someone to use their influence improperly. Bribery is never allowed; bribes may not be offered, made or accepted. This applies to our employees, officers and directors as well as to our agents, consultants, distributors, contractors or anyone working on our behalf.

Similarly, you should never encourage someone to act illegally to further Company’s business. This is known as a direct or indirect corrupt offer. This includes paying, authorizing or promising to pay, or giving of anything of value, to a government official, including an employee of a government-controlled company, political party, party official, candidate for political office, or official of a public international organization to further Company's business.

The Prevention of Corruption Act, or PoCA, prohibits, among other things, bribes and Corrupt offers to government officials. The PoCA, and similar laws in other countries, provide for significant civil and criminal penalties for violations by the Company or people acting on its behalf.

Any payment, gift or service provided to a foreign government official, or any person likely to share part of the payment with a foreign government official, requires approval by CEO. This includes payments to an employee of a government-controlled company, political parties, party officials, candidates for political office, or officials of a public international organization.

**Gifts and Entertainment: Doing Business with Government Entities or Officials**

Giving anything of value to a government employee is strictly regulated and in many cases prohibited by law. The Company and its employees must comply with Indian central, state and local laws, as well as laws in other countries governing the acceptance of business gratuities and/or courtesies.

In short, consult with the CEO before authorizing, providing or paying for any meals, travel or lodging expenses, entertainment, gifts, or giving anything of value to government officials or agencies inside or outside India.

**USE OF COMPANY ELECTRONIC INFORMATION SYSTEMS AND TECHNOLOGY**

The Company provides various Electronic Information Systems to authorized employees to assist them in performing their job duties for the Company. Each employee has a responsibility to use the Company’s Electronic Information Systems in a manner that increases productivity, enhances the Company’s public image, and is respectful of other employees. Failure to follow the Company’s policies regarding Electronic Information Systems may lead to loss of access and/or disciplinary measures, up to and including termination of employment. Moreover, the Company reserves the right to advise appropriate legal authorities of any violation of law by an employee.

Company Electronic Information Systems consists of all electronic devices, all information created, sent, received and stored on the Company Google Apps, Company Wiki, any information created, sent, received and stored using Company’s domain as credential and/or email address, any information that utilizes a Company’s email address or credential; software, and means of electronic communication including, but not limited to, the following: telephones: email, fax machines, modems, copiers, voicemail systems, personal computers, external hard drives, flash drives, cellular phones/wireless communication devices (such as Blackberries, iPhones, Droids, etc.); personal organizers; pagers, laptops, Company-run networks, and network servers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; email and instant messaging (IM).

**PLEASE NOTE: No Expectation of Privacy: All persons using the Company's Electronic Information Systems and technology are on notice that the Company reserves the right, at any time, in its sole discretion, to monitor, access, audit, search, read, and copy all information on its Electronic Information Systems and technology (including information that the user might consider personal on employer-issued computers, laptops, wireless communications devices and cell phones, such as text messages). All information created, sent, received and stored on any Company system (specifically including information generated or stored on various platforms and third party tools used by the Company) or device is Company property. Employees should expect that any information placed on the system might be read or reviewed without notice to the employee. Employees should therefore use discretion and good judgment before using Company property for personal use and should assume that, once created, any “personal” content will not be confidential.**

Employees shall not:

* Misrepresent their identity, position or responsibilities when accessing, composing, sending or receiving communications or information on the systems.
* Bypass the virus scanning software and procedures established and specified by the Company.
* Use the systems for personal gain or to solicit, proselytize or promote any matters not related to the business of Company including, without limitation, commercial matters, religious or political causes or outside organizations;
* Use the systems to transmit Company confidential business information, copyrighted materials, trade secrets, proprietary financial information or privileged information, whether or not it has been designated as such, without prior authorization;
* Use the systems to send, receive, store, copy or utilize copyrighted materials, trade secrets, proprietary financial information, or similar materials belonging to any other person or entity without their authorization;
* Access or attempt to access any communication or information that is not sent to or intended for them;
* Use another employee’s password or code without prior approval of the employee and Company management;
* Use the systems in a manner that unnecessarily increases the cost of operating the systems, such as unnecessarily attaching documents or files to email and Internet communications.
* Use the systems for any purpose or in any manner otherwise inconsistent with Company’ policies, nor shall employees use the systems in a manner or for a purpose which is fraudulent, deceptive or which violates any laws, rules or regulations.

While the Company permits its employees to engage in occasional personal use of the Company's Electronic Information Systems, employees using the Company's systems for personal use should do so with the understanding that such use:

* must not in any way interfere with or impede the Company's business,
* be undertaken on personal time, be occasional and minor;
* not interfere with the employee’s, or another employee’s, job responsibilities;
* not interfere with use of the Company Electronic Information Systems;
* must be promptly discontinued at the request of the Company's management, and
* is expressly subject to all of the provisions of this Guideline (as well as all other applicable Company Policies and Guidelines).

In particular, employees are expected to exercise good judgment and restraint in their personal use of the Internet. Company assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Electronic Information Systems. The Company accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Company property. The Company strongly discourages employees from storing any personal data on any of the Company’s Electronic Information Systems.

***Prohibited Uses*:**  Company Electronics Systems and technology ***may not*** be used for any of the following:

**READ CAREFULLY: Access without Authorization or Exceeding Authorized Access**

Employees are authorized to access the Company’s Electronic Systems for official purposes only. Employees are ***not*** authorized to access, may not use any of the Company’s Electronic Systems: and are prohibited from accessing the Company’s Electronic Systems: (1) for any illegal purpose, (2) in violation of any Company policy, (3) in a manner contrary to the best interests of the Company, (4) in any way that discloses confidential or proprietary information of the Company or third parties, (5) in breach of the duty of loyalty to the Company (a current employee’s otherwise authorized access to the Company’s Electronic Systems does not include access to steal/misappropriate Company trade secrets and confidential information by, for example, emailing from a Company computer to the employee’s personal email address, or copying to a flash drive, Company proprietary information while still employed by the Company when, for example, employee will be starting a competing business or in anticipation of working for a competitor), (6) for personal or pecuniary gain, or (7) otherwise outside the course and scope of employee’s employment. **In these seven circumstances, an employee’s permission, right and authorization to access the Company Electronic Systems is immediately rescinded and continued access by any such employee shall be without authorization**. Authorization to access the Company Electronic Systems is expressly conditioned upon, and subject to, usage of Company Electronic Systems consistent with the employee’s performance his or her job duties for the Company.

***Acts that might create a "hostile environment"***

Use of the Systems and technology in a way that violates the Company's Policy against harassment or to circulate or intentionally access material that is obscene, pornographic, or offensive, threatening, defamatory, objectionable or unwelcome to co-workers is expressly prohibited.

***Unacceptable Practices*:**

* Viewing, storing, downloading or forwarding pornographic or sexually explicit images or other obscene material.
* Sending email that is obscene, racist, hate, harassing, abusive, intimidating, or otherwise offensive
* Any form of hacking, including attempting to gain access to restricted resources inside or outside the Company's network; impersonating another user; and/or damaging or depleting the file of another user.
* Downloading, installing or using unlicensed or unauthorized software
* Downloading, installing or using peer-to-peer file sharing protocol, such as BitTorrent, or open source file-sharing protocol

**Email** / **Text Messaging** / **Instant Messaging Policy**

Every Company employee is responsible for using the electronic mail (Email) system properly and in accordance with this policy. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Company e-mail system. Any questions about this policy should be addressed to your Manager.

The Email system is the property of the Company. Communications via cell phones and wireless communication devices issued by or using services reimbursed by the Company are Company property. The Company provides such devices, services and e-mail access for use in conducting Company business. All communications and information transmitted by, received from, or stored in the email system and cell phones/wireless communication devices (such as text messaging and instant messaging) are Company records and property of Company.

The Company, in its sole discretion as owner of the Email system and devices such as cell phones/wireless communication devices, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Email system and/or the cell phone/wireless communication device, for any reason and without the permission of any employee. Even if employees use a password to access the Email system and/or he cell phone/wireless communication device, there is no confidentiality of any message stored in, created, received, or sent from the Company Email system and/or the cell phone/ wireless communication device. Use of passwords or other security measures does not change in any way the Company's rights to access materials on its system and property, or create any privacy rights of employees in the messages and files on the system or in the cell phone/ wireless communication device. Any password used by employees must be revealed to Company management as Email files and/or text messages/instant messaging may need, for example, to be accessed by the Company in an employee's absence.

Employees should be aware that deletion of any Email messages/text messages/instant messaging or files would not truly eliminate the messages from the system. All Email messages text messages/instant messaging are stored on the Company’s hosted system in the normal course of data management. Even though Company has the right to retrieve and read any E-mail messages, text messages/instant messaging, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages, text messages/instant messaging that are not sent to them. Any exception to this policy must receive the prior approval of Company management. Upon request or upon termination, employees will be required to disclose their Company credentials such as passwords.

The Company's policies against sexual or other harassment apply fully to the Email system, text messages/instant messaging and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Email messages, text messages/instant messaging should be created, sent, or received if they contain intimidating, hostile, defamatory or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The Email system and Company-reimbursed cell phones/wireless communication devices may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations. The Email system and Company-issued cell phones/wireless communication device shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary business and financial information, or similar materials without prior authorization from Company management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their manager.

Users should routinely delete outdated or otherwise unnecessary Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Email records, text messages/instant messaging and computer files may be subject to discovery in litigation; users should write Email communications, text messages/instant messaging with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Company letterhead.

Any employee who discovers misuse of the Email system or Company issued cell phones/wireless communication device should immediately contact your manager. Violations of the Company’s Email policy may result in disciplinary action up to and including discharge. Company reserves the right to modify this policy at any time, with or without notice.

*Sending Unsolicited Email (spamming).*

Without the express permission of their supervisors, employees may not send unsolicited Email.

**Internet / Intranet / Wiki Policy**

The Company recognizes that the Internet can be a valuable source of information and research to the Company’s business. Certain employees may be provided with access to the Internet to assist them in performing their jobs. In addition, Email can provide excellent means of communicating with other employees, our program grant recipients, members of our giving community, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment. Employees are expected to use good judgment in Internet use. "Surfing the Net" is not a legitimate business activity. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

*Disclaimer of liability for use of Internet*

The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an Email address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Company to act as an official representative of the Company, employees posting information must include a disclaimer in that information stating, "**Views expressed by the author do not necessarily represent those of the Company**."

*Duty Not to Waste Computer Resources*

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

*Company Right to Monitoring Computer/Server Usage*

Company has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, social networking sites, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users as noted above in the Email Policy Section. Monitoring includes the review, copying or deletion of email messages, text messages, instant messaging or the disclosure of such messages or files to other authorized persons.

*Blocking of Inappropriate Content*

The Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Company blocking software.

*Games and Entertainment Software*

Employees may not use the Company’s Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet. Employee use of iTunes is permissible so long as reasonable

*Accessing the Internet/Virus Protection*

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the Company’s network must do so through an approved Internet firewall.

Files obtained from sources outside the Company, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company’s computer network. Employees should never download files from the Internet, accept Email attachments from outsiders, or use disks from non-Company sources, without first scanning the material with Company-approved virus checking software. If you suspect that a virus has been introduced into the Company’s network, notify your manager immediately.

Under no circumstances are employees permitted to use the Company’s Electronic Information Systems to access, download, or contribute to Internet sites that contain inappropriate content such as gross, indecent, or sexually oriented materials; gambling; and information related to illegal drugs. Additionally, employees may not use the Company’s Electronic Information Systems to sign guest books at Web sites or to post information to any Web sites, including posting messages to Internet news groups or discussion groups at Web sites. These actions will generate junk electronic mail and may expose the Company to liability or unwanted attention because of comments that employees may make. The Company strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts.

**SOCIAL MEDIA & WORK**

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media when it intersects with your employment, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the Company, or one of its subsidiary companies.

**Guidelines**

In the rapidly expanding world of electronic communication, *social media* can mean many things. “*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 web site, social networking or affinity web site (such as Facebook, Google+, Twitter, Instagram, Tumblr and the like), web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in the Company policies apply to your activities online. *Ultimately, you are solely responsible for what you post online*. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of your colleagues or otherwise adversely affects members, customers, consultants, vendors, people who work on behalf of the Company or Company’s legitimate business interests may result in disciplinary action up to and including termination.

**Know and follow the rules**

Carefully read these guidelines and become familiar with them and with this Employee Handbook. Ensure your postings are consistent with these policies. Inappropriate postings that may include 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.

**Be respectful**

Always be fair and courteous to fellow team members, customers, consultants, vendors or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, team members, vendors or consultants, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

**Be honest and accurate**

Make sure you are always honest and accurate when posting information or news. If you make a mistake, correct it quickly. The Company encourages all employees to be ever mindful of the speed and manner in which information in a posting can be relayed and often misunderstood by readers. 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 colleagues, customers, consultants, vendors, or people working on behalf of the Company or our competitors.

**Post only appropriate and respectful content**

* Representation of your affiliation or company email address may be used only for authorized official business.
* Maintain the confidentiality of the Company trade secrets and private or confidential information (as a general rule, information that is not generally known to the public). Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
* Any information that cannot be disclosed through a conversation, a note or an email also cannot be disclosed in postings on social media. Do not disclose personal information about other employees.
* Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
* Do not create a link from your blog to a website or other social networking site to the Company website without identifying yourself as a Company employee.
* Express only your personal opinions. Unless directed by an Officer of the Company, 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, consultants, vendors, 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**." This is necessary to preserve the Company's goodwill in the marketplace.

**Personal use of social media during work time**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related and authorized by your manager. Do not use the Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited**

The Company prohibits taking negative action against any employee for reporting in good faith a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**Media contacts**

Employees should not speak to the media on Company’s behalf without contacting their manager. All media inquiries should be directed to them.

**For more information**

If you have questions or need further guidance, please contact your manager.

**LICENSE RESTRICTIONS AND ILLEGAL COPYING**

All software in use on the Company’s Electronic Information Systems is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the Company’s computers, by any means of transmission, unless authorized in writing in advance by your manager. Authorization for loading software onto the Company’s computers should not be given until the software to be loaded has been thoroughly scanned for viruses. Employee use of iTunes is permissible so long as reasonable.

**CONFLICTS OF INTEREST**

Our employees are expected to devote their best efforts and attention to the full time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Company. The Company maintains a high standard of conduct. The integrity of the Company is a valuable asset and is determined by the conduct of all employees. A conflict of interest exists when the employee's loyalties or actions are divided between Company’s interests and those of another. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their Manager, or the CEO. Any exceptions to this guideline must be approved in writing by the CEO.

This guideline does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain, however, include the following:

* Representing the Company in any transaction in which he/she has any undisclosed material connection of undisclosed financial interest. Such interest must always be disclosed.
* Accepting personal gifts or entertainment from vendors, program grant recipients, or potential vendors.
* Working for a vendor.
* Using proprietary or confidential Company information for personal gain or to the Company’s detriment.
* Using Company assets or labor for personal use.
* Committing the Company to give its financial or other support to any outside activity or organization.
* Developing a personal relationship with a subordinate employee of Company that might interfere with the exercise of impartial judgment in decisions affecting the Company or any employees of the Company.

If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a vendor or potential vendor, the employee must disclose the relationship to the CEO. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a vendor or potential vendor, and your position may influence a business decision as to that entity, a conflict of interest might exist that requires full disclosure to the Company.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including, termination of employment.

## OUTSIDE EMPLOYMENT

In general, the Company does not seek to interfere with an employee’s off-duty activities. However, the Company prohibits outside employment (including self-employment) that conflicts with employment at Company, impacts the employee's work performance or schedule, and/or affects the business interests of Company. If you have any questions about this policy, please contact your Manager or CEO.

**USE OF COMPANY EQUIPMENT**

Company equipment and technology, such as the telephone system, reimbursed cell phone services and wireless communication devices, postage, facsimile and copier, are intended to be used for business purposes. An employee may only use this equipment for non-business purpose in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Company (such as personal long distance telephone calls or roaming charges when out of service provider’s coverage area) should be reported immediately to the Accounting office so that reimbursement to the Company can be made. Reimbursement for wireless device usages will be made in accordance with the Company’s Business Expense Reimbursement Policy. Employees are expected to use common sense and good business judgment and avoid roaming charges (domestic, international, off network etc.) in the absence of business necessity.

**Use of Company Supplies**

The Company does not permit personal use of Company supplies (e.g., excessive printing of personal documents).

**Use of Company Vendor Accounts**

The Company does not permit personal use of Company vendor accounts (e.g., Costco, FedEx, Safeway, Staples).

**Telephone Use**

Personal telephone calls should be kept to a minimum. Personal telephone calls tie up telephones; disrupt the employee's work, and also the work of other employees in the vicinity. Use common sense, tact, and good judgment. Tell the individual who calls that the Company strongly discourages personal telephone calls during business hours. Employees should make personal telephone calls on breaks or during their lunch hour.

Use of a cell phone/wireless communication device (whether Company-issued or not), however, for personal business must be kept to a minimum. The Company reserves the right to ban cell phone/wireless communication device use in the work area when the privilege is abused.

**DRIVING ON COMPANY BUSINESS**

The Company will reimburse at the rate established by the tax authorities for mileage on Company business. If you drive a Company vehicle or your own personal vehicle on Company business, you need to:

* Possess and carry a current, valid driver's license.
* Carry proof of auto insurance in the car at all times.
* Practice defensive driving techniques at all times to guard your safety and the safety of others. Abide by all safety regulations, such as wearing a seat belt, and abide by all traffic regulations, laws and ordinances.
* Promptly and properly report all accidents, including personal injury, to your immediate supervisor regardless of whether there is apparent damage and/or injury.
* Never operate a Company vehicle or a personal vehicle on Company business when you are under the influence of alcohol or drugs.

If your position with the Company requires the use of a personal vehicle in order to perform an essential function of your job, you must supply the Company with proof of insurance, which provides coverage for bodily injury, property damage etc.

Failure to comply with our policy on the use of a Company or personal motor vehicle will result in disciplinary action up to and including termination.

### Safe Practices When Driving

In the course of daily operations, employees may find themselves traveling or needing to place a business call while out on the road. Safety must be the first priority while driving on Company business. Employees should wear safety belts, follow all posted signs and speed limits and take sufficient breaks when driving for extended periods of time. Many driving accidents are attributed to “driver inattention.” Anything --- drinking coffee, reading a map, changing the radio station or talking on a cell phone --- that distracts the driver from this focus, is a concern. Drivers should make every effort to minimize distractions. Drive responsibly.

# No Texting and Talking on Hand-Held Cell Phones While Driving

Of increasing concern to employers are the dangers of distracted driving. This means no texting and talking on hand-held cell phones while driving! **This includes no answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages.**

The Company is concerned about the safety of its employee. Use of cell phones/wireless communication devices by employees while driving on Company business should be kept to an absolute minimum and any use while driving must be in strict compliance with any legal requirements. Try to plan your phone calls so they can be made before you start driving. In general, the Company expects employees to use common sense and sound judgment when utilizing a cellular telephone for business.

Finally, because technology exists to intercept cell phone/wireless communications device conversations, employees should always be sensitive to this risk and take proper precautions when discussing confidential or sensitive matters. The confidentiality of communications, including conversations, conducted on a cellular telephone and/or voicemail should not be assumed.

Employees who are found to have violated this policy may be subject to disciplinary action up to and including termination from employment.

**EXTERNAL COMMUNICATIONS**

Occasionally, employees may be contacted by outside sources requesting information about Company matters, including information regarding current or former employees, Company projects, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, any employee contacted by any outside source regarding the Company should immediately contact the appropriate Company official, as detailed below.

*Media Inquiries*

All media inquiries regarding the Company and its operations must be referred to CEO. Only the CEO is authorized to make or approve public statements pertaining to the Company or its operations. No employee, unless specifically designated by the Company CEO is authorized to make those statements. Any employee wishing to write, publish and/or post an article, paper, or other writing on behalf of the Company must first obtain approval from the CEO before such publication/posting.

**SECTION D – YOUR PAY AND WORK TIME**

**Pay Procedures**

Company pays its employees on a monthly payroll schedule. You will receive your payroll checks by 5th day of the subsequent month. If the payday falls on a holiday or weekend, paychecks will be distributed on the last workday preceding the payday. Employees are responsible to verify the accuracy of their paystub each payday. Any errors in your pay should be reported to your manager as soon as possible to ensure that the error is corrected as promptly as possible.

**Work Schedule**

Employees are generally scheduled to work at Company premises within Company’s regular business hours. However, your precise work schedule – days and time of work – will be established by your supervisor. Depending upon your position and business needs, your work schedule as established may be changed at any time on ongoing or temporary basis.

**Attendance**

A key element of our success is teamwork. Each of us relies on the performance and support of those around us to achieve the Company’s goals. Regular and punctual attendance is expected of all employees. Absenteeism and tardiness burden other employees and disrupt the normal business operations of Company. All employees are expected to report to and be prepared to work at the scheduled time.

If you are unable to report for work, you should notify your supervisor at least one hour before your regular start time. It is your responsibility to speak directly with your supervisor about your absence. It is not acceptable to leave a voice message, send a fax or send an e-mail notification of your absence. Persistent tardiness, absenteeism or improper notification of absence may result in disciplinary action up to and including termination.

Proper notification allows the Company to arrange for temporary coverage of your duties and helps other employees to continue work in your absence. It will be your duty to maintain ongoing communication with your supervisor regarding your return-to-work date.

**Working from Home**

As a company, we encourage communication and teamwork. Great ideas often come from people working together face to face. With this is in mind, especially when there is a large central office, our policy is to not have regular telecommuting (working-for-home). There are always exceptions when people need to work from home for a day or two for certain reasons. The key here is to communicate this to the team and management as early as possible.

**Overtime**

As necessary, certain non-exempt Employees may be required or permitted to work overtime. Overtime compensation will be paid in accordance with relevant state and central law. Please note, all overtime work must have manager approval. Failure to work overtime as requested by the Company or overtime worked without authorization from a manager, may be considered insubordination and addressed as such.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided for Exempt Employees for additional hours worked.

**Compensatory Time off**

As a small company, we are more focused on getting the job done versus counting the hours, either way. Compensatory time off may be granted on a case-by-case basis at the discretion of each manager, in case exempt employees were required to work on any holiday or overly extra hours. The decision to grant compensatory off is completely on the supervisor /manager

**Paid Time Off**

The Company’s vacation benefits are designed to provide Full-Time Employees, with period of rest and relaxation away from work, and meet personal commitments without the loss of pay or benefits.

Full time employees are eligible for <<No. of annual leaves>> of paid time off per annum. This includes both sick leave and vacation. Annual Leave entitlement will be pro-rated for the first and last year of service. Half of the leave entitlement shall be allowed to be carried forward to the next year and must be cleared by June of the following year. If an employee has served less than 12 months in the year then annual paid time off will be calculated on a pro-rated basis. Carry forward leaves shall not exceed 20 days in any year.

The timing of any planned leave should be discussed with and approved by the Manager/supervisor.

All leaves other than sick leaves should be planned in advance and approved two weeks before the start date of the leave. For long duration vacations that is more than a week, employees are advised to get approval of manager one month in advance from the day leave is to be taken.

Paid time off taken due to sickness/illness require certification of disease by medical practitioner if the duration exceeds more than three days.

**Maternity Leave**

All female employees who have worked at least 80 days in the previous 12 months are eligible for 3 months paid maternity leave.

**SECTION E- HOLIDAYS**

The Company will publish a holiday schedule for each office at the beginning of each year. For each holiday, regular full-time employees are paid a full day’s wages. If a designated holiday falls within a regular full-time employee's paid vacation, the holiday is not considered a vacation day. Regular part-time, special part-time and temporary employees do not receive holiday pay; they take holidays on an unpaid basis.

**SECTION F- LEAVES OF ABSENCE AND TIME AWAY FROM WORK**

The Company provides its employees with various options for time off and leaves of absence. The following are the most common options available for an employee to use to take time off. These are not intended to be the complete list of available leaves. The Company complies with all of its leave obligations under applicable central, state and local laws. Please ask your manager for more information on whether you may qualify for a leave of absence.

**LEAVES OF ABSENCE**

The Company provides a leave of absence in certain situations for employees who are disabled from working or need to be away from work for civic duty, family or personal reasons. Employees who can anticipate the need for a leave of absence should notify their supervisor as soon as possible so that the appropriate information can be obtained and accompany the employee's **Employee Leave** form.

All leaves of absences are granted on an unpaid basis. However, the employee may be required to use accrued paid time-off benefits at the beginning of the leave, subject to any legal requirements. Failure to return from a leave of absence on the first working day following the expiration of the leave will be deemed a resignation on the part of the employee.

**Occupational Injury or Disability**

A Leave of Absence will be granted upon written request to any employee who sustains a work-related disability. A Leave of Absence for a work-related disability shall be extended to the employee for the duration of the work-related disability, in accordance with existing legal requirements.

Before returning to work following a Leave of Absence for a work-related disability, an employee must submit the attending physician's verification stating the employee's ability to return. Any restrictions affecting the employee's ability to handle his/her job responsibilities must be indicated by the attending physician.

**Statutory Leave for Qualified Individuals with a Disability**

In accordance with the applicable laws, the Company will consider the request for a leave on a case-by-case basis as a possible reasonable accommodation of that disability. (See “*Disability and Pregnancy Accommodation*” policy.)

**Leave for Victims of Domestic Violence or Sexual Assault**

The Company is committed to working with employees who are victims of domestic violence or sexual assault to prevent abuse and harassment from occurring in the workplace. We will provide appropriate support and assistance to employees who are victims of domestic violence or sexual assault. This includes: confidential means for coming forward for help, work schedule adjustments or leave as needed to obtain assistance, and workplace relocation if feasible. Other appropriate assistance may be provided based on individual need.

The Company will not penalize any employee for taking time off from work to obtain a restraining order to ensure the health, safety or welfare of the employee or his or her child to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. However, such employees will be expected to give as much reasonable advance notice as is practical to their supervisor of their intention to take time off for any of the foregoing reasons. Any such requests will be treated as confidential. In addition, if an unscheduled absence occurs due to domestic violence or sexual assault, an employee will not be subject to any adverse action if he or she provides a certification within a reasonable time (typically, within a couple of days of the absence) supporting the need for the absence (e.g., police report, court order or doctor’s note).

**Leave for Victims of Crime**

Any employee who is a victim of a crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim will be given time off from work in order to attend judicial proceedings related to that crime.

In order to receive this leave, you will be required to give your manager a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the Company will not take any action against such employee if the employee, within a reasonable time after the absence, provides documentation attendance at the judicial proceeding from any of the following entities:

* The court or government agency setting the hearing.
* The district attorney or prosecuting attorney's office.
* The victim/witness office that is advocating on behalf of the victim.

Finally, an employee who is absent from work due to this type of leave may elect to use accrued paid vacation time, sick leave time, or unpaid leave time for the time off. The Company will keep confidential any records regarding an employee's absence from work for this type of leave.

For purposes of this leave,

* "Immediate family member" means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.
* "Registered domestic partner" means a domestic partner as defined by law
* "Victim" means a person against whom one of the following crimes has been committed:
* A violent felony, as defined by law.
* A serious felony, as defined by law.
* A felony provision of law prohibiting theft or embezzlement.

**Compliance with Legal Requirements**

Exceptions to this policy will be made in order to comply with applicable laws. You should always contact your Manager if you have any questions regarding this Leave of Absence policy.

**NOTE: The foregoing is only a brief summary of the benefits available to you. Company Policy and central and state law, rather than this summary, govern your rights and the provisions of each leave of absence.**

**SECTION G – ENDING THE EMPLOYMENT RELATIONSHIP**

**Resignation by Employee**

Although you have the right to terminate your employment at any time, with or without, required notice is determined as listed in your offer letter.

**Termination by Company**

Although Company reserves the right to terminate any employee at any time, with or without cause or advance notice, certain actions and conduct because of their nature usually result in immediate dismissal without any prior corrective action. These instances include but are not limited to:

* + Breach of confidentiality;
	+ Violation of the Company’s Illegal Drug policy;
	+ Theft or misuse of the Company’s, property or the personal property of a customer or other employee;
	+ Fighting, harassment of others, abusive language or insubordination;
	+ Falsifying or altering a Company record;
	+ Possession of weapons or firearms on the Company property;
	+ Violation of the Company’s Equal Employment Opportunity policy;
	+ Refusal to perform a work-related duty when instructed to do so.

The CEO will review cases of termination without corrective action before the termination occurs.

**Exit interview**

Company will generally schedule exit interviews at the time of an employee’s termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Company, protection of Company proprietary information and the return of Company property.

**Return of Company Property**

Employees are responsible for all Company property, materials, or written information issued to them or in their possession or control. All Company property must be returned by employees on, or before, their last day of work. Where permitted by applicable laws, Company may withhold from the employee’s check or final paycheck the cost of any items not returned when required. Company may also take any action deemed appropriate to recover or protect its property.

**Employment Verifications**

To help control access to information about an individual’s employment, current managers, employees and former employees are required to refer all requests for such information to their manager. ***All requests for references must be directed to the CEO. No other manager, supervisor, or employee is authorized to release references for current or former employees and* to verify employment or respond to inquiries from outside Company about employees or former employees**. In most circumstances, the Company will only provide the beginning and ending dates of employment and the title of the last position held of former employees. The Company will not disclose salary or wage information unless the employee authorizes such disclosure in writing.

**Change of Employee Information**

It is essential that the Company have current and accurate information about each employee including but not limited to the employee's address, telephone number, marital status, status of any license or certification required for your job and vital statistics about any dependents. It is the responsibility of the employee to inform their manager about any changes about these and other items that relate to employment. Problems that arise due to outdated or inaccurate information are the responsibility of the employee.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

# My signature below acknowledges that I have received a copy of the <<BusinessShortName>> Employee Handbook, That I have read the Handbook and that I agree to be bound by the terms and conditions contained therein. I understand that it is my responsibility to read and familiarize myself with its contents. I also understand that is my responsibility to ask for help in understanding any part of the Employee Handbook that is not clear to me.

I agree to observe the rules, policies and procedures stated in the Handbook. I understand that the Company may change, rescind, or add to any policies, benefits, or practices described in the Handbook from time to time in the sole and absolute discretion of its management (except for the policies regarding at-will employment) and that I will be notified of changes in writing.

# I understand that my employment with the Company is “at will” and that either the Company or I can terminate the employment relationship at any time, with or without a reason, with notice as per my offer letter. I realize that no verbal representations can modify the “at will” relationship. I agree that only the Company CEO can modify this term and can only do so in writing signed by the CEO. This is the entire agreement between me and the Company on the subject of at-will employment; it supersedes any prior inconsistent representations or agreements.

Finally, I understand that this Handbook is not a binding contract, but only a set of guidelines. I understand that the Company reserves the right to add to, delete, modify, amend or otherwise change this Employee Handbook (except for employment at-will status) or any of our policies, benefits and practices at any time with or without notice (except that future changes to these policies and procedures are not intended to interfere with benefits that have vested under these policies).

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Name

***Upon receipt of this Handbook, please sign and return this Receipt and Acknowledgement to your manager. A copy of the Acknowledgment will be kept in your personnel file.***

**Distribution Notes:**

This document is covered by the GNU General Public License (GNU GPL). If you haven’t read the GPL before, please do so [here](https://www.gnu.org/licenses/licenses.html). It explains all things that you are allowed to do with this document.

This document comes with a restricted circulation and for own personal reference only.

**Disclaimer:**

The document is intended for information and reference purposes only and does not constitute any kind of legal advice or opinion. Please consult with your lawyer(s) with respect to your specific scenario or problem. [eLagaan.com](https://elagaan.com/) does not assume any responsibility for any consequences arising out of using this document.

**Other Startup Legal Documents:**

You can access more documents under eLagaan Startup Legal Documents at <https://eLagaan.com/startup-legal-docs>

