

Turning Ideas Into Reality



EMPLOYEE HANDBOOK





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FOREWORD

Welcome to IIF Data Solutions! We are pleased to have you join our team. As a new member, one of the first things you will notice is the atmosphere of support, friendliness, and flexibility that surrounds our company. You will also find a challenging, rewarding, and fun work environment, where you will experience the feeling of working with a company, not for a company. IIF Data Solutions is committed to its customers and committed to its employees. Our Guidelines and our expectations of you are in this handbook. You are to review this handbook carefully, sign and return the attached acknowledgement form, and refer to it whenever necessary. IIF Data Solutions may revise this handbook at anytime, and will make every effort to advise employees of new revisions. Should you have any questions, please do not hesitate to contact the Human Resources Department.



INTRODUCTION

Company Philosophy and Practices

Courage, Commitment, Competence, and Candor drive IIF Data Solutions. We are a company based on teamwork, traditional values, and modern automation that, in conjunction, create a faster and more complete product for our customers. Our goal is to provide comprehensive high-tech services to our clients through continued personalized attention while maintaining the highest ethical standards of integrity in all of our work products and business dealings. We appreciate our customers and their needs by providing them with personal contacts that are focused on satisfaction of client requirements.

Employment at Will

Employment with IIF Data Solutions is "at will", which means it is subject to termination by either IIF Data Solutions or the employee at any time, for any reason or no reason whatsoever. There are no employment contracts between IIF Data Solutions and an employee.

Equal Employment Opportunity/AAP Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at IIF Data Solutions, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, ancestry, disability, medical condition (including pregnancy, cancer-related, HIV/AIDS-related), genetic information, veteran status, marital status, or any other protected characteristic as established by law.

This policy applies to all decisions involving personnel actions including application procedures, hiring, advancement, compensation, disciplinary actions, job training, benefits, termination of employment and all other terms, conditions and privileges of employment.

Reporting Policy Violations: Any employee who believes he or she has been subjected to conduct that violates this policy, or observes or is informed of conduct toward others that may violate this policy, must report it immediately to their immediate supervisor or to IIF's Human Resources Department. If the complaint involves someone in the employee's direct line of supervision, the employee should inform any senior member of IIF Data Solutions' Corporate Staff or the Human Resources Department of the complaint.

Any reported allegations of discrimination will be investigated promptly and thoroughly. Confidentiality will be maintained throughout the investigation to the extent consistent with adequate investigation and appropriate corrective action. Corrective and preventative actions will be taken, when appropriate, to assure compliance with



this policy. If a party to a complaint does not agree with its resolution, they may appeal to the Chief Operating Officer of IIF Data Solutions.

Affirmative Action: IIF Data Solutions has developed and maintains an Affirmative Action Plan that is reviewed and updated annually. This plan reaffirms IIF Data Solutions' continuing commitment to fair employment and provides goals to recruit minority and female applicants as well as provides training and advancement opportunities for minority and female employees. The Affirmative Action Plan is available for review in the Human Resources Department office at corporate headquarters.

Harassment Policy

IIF Data Solutions is committed to a productive work environment in which all individuals are treated with fairness, respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices and harassment. Therefore, IIF Data Solutions expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. All employees are expected to contribute positively to the work environment by conforming their behavior at all times to these guidelines.

Scope of Policy: This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to IIF Data Solutions (e.g. an outside vendor, consultant or customer).

Prohibited Harassment: Harassment on the basis of any protected characteristic such as race, color, religion, sex, sexual orientation, ancestry, national origin, age, disability, medical condition (including pregnancy, cancer-related, HIV/AIDS-related) genetic information, veteran status, marital status, citizenship or any other characteristic is strictly prohibited. Under this policy harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of any protected characteristics protected by law or that of his/her relatives, friends or associates.

Prohibited Sexual Harassment: Sexual harassment is a form of discriminatory harassment prohibited by this policy. For the purposes of this policy, sexual harassment may consist of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct Prohibited By This Policy: Conduct prohibited under this policy includes conduct that; (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of



unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during client meetings, business trips and at business-related social events. Conduct prohibited by this policy can take many forms. Each employee is expected to exercise care to avoid questionable or borderline conduct that may be perceived as harassment.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening; intimidating or hostile acts; denigrating jokes, both written and verbal; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is made available for viewing in the workplace by any other individual

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo, both verbal and written; verbal abuse of a sexual nature; commentary, verbal or written, about an individual's body, sexual prowess or sexual deficiencies; leering; whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures in the workplace; and other physical, verbal or visual conduct of a sexual nature.

Responsibility for Enforcement: As outlined below, every employee of IIF Data Solutions has responsibility for assuring compliance with this policy.

Individual Responsibility: Each employee has responsibility to assure that his or her own conduct conforms to this policy. In addition, each employee has responsibility not to passively tolerate the behavior of others that may violate this policy. Accordingly, employees who observe or otherwise become aware of conduct by others that may violate this policy have an obligation to report it to their immediate supervisor, other appropriate management personnel or IIF's Human Resources Department.

Responsibility of Persons Subjected to Offensive Conduct: Persons who believe that they have been subjected to abusive, harassing, or offensive behavior must report it to IIF Data Solutions immediately in accordance with the Complaint Procedure specified below. Employees may seek informal resolution of minor incidents by addressing their concerns directly with the person involved to make clear the conduct was unwelcome or offensive. Employees who elect to pursue informal resolution of minor incidents must, however, notify IIF Data Solutions in accordance with the Complaint Procedure if there are any further incidents or if there are any threats of reprisal.

Management Responsibility: It is the responsibility of all management and supervisory personnel, at all levels, to enforce IIF Data Solutions' Harassment Policy. Each manager and supervisor who receives a complaint, in whatever



form, or observes or otherwise becomes aware of conduct that could constitute a violation of this policy, has the responsibility to assure that appropriate management and Human Resources personnel are notified and that IIF Data Solutions investigates and takes appropriate action. Managers and supervisors who fail to enforce this policy strictly and promptly will be subjected to disciplinary action, up to and including termination of employment.

Complaint Procedure: Any employee who believes he or she has been subjected to conduct that violates this policy, or observes or is informed of conduct toward others that may violate this policy must report it immediately to their immediate Supervisor or to IIF Data Solutions' Human Resources Department. Everyone has responsibility for enforcing and protecting this policy. Please, do not under any circumstances allow an inappropriate situation to continue. If the complaint involves someone in the employee's direct line of supervision, then the employee should inform any senior member of IIF Data Solutions or Human Resources of the complaint.

IIF Data Solutions encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Corrective and preventative actions will be taken when appropriate to assure compliance with this policy and to discipline policy violations. If a party to a complaint does not agree with its resolution, that party may appeal to the Chief Operating Officer of IIF Data Solutions.

Protection from Retaliation: Any form of retaliation against any person who in good faith reports such claims or otherwise participates or assists in any investigation is expressly prohibited. Any employee who believes he or she has suffered retaliation for reporting any violation of this policy or otherwise participating in any investigation should immediately bring such facts to the attention of their immediate Supervisor. If the complaint involves someone in the employee's direct line of supervision, then the employee should inform any senior member of IIF Data Solutions or the Human Resources Department of the complaint. Anyone found to have engaged in such retaliation will be subject to severe disciplinary action, up to and including termination of employment.

False Complaints and Exclusion: False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints that, even if erroneous, are made in good faith, will be the subject of appropriate disciplinary action. Finally, this policy may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social



activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment.

Discipline for Policy Violations: Any employee found to be in violation of this policy will be subject to immediate discipline up to and including termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Americans with Disabilities Act Policy Statement

IIF Data Solutions is committed to complying with all applicable provisions of the Americans With Disabilities Act Amendments Act (ADA), the ADA Amendment Act of 2008, and the revised regulations published in 2010. It is IIF Data Solutions' policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, IIF Data Solutions will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made IIF Data Solutions aware of his or her disability, provided that such accommodation does not constitute an undue hardship on IIF Data Solutions.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. IIF Data Solutions encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation: On receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that IIF Data Solutions might make to help overcome those limitations. The ADA does not require IIF Data Solutions to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs etc.).

IIF Data Solutions will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, IIF Data Solutions' overall financial resources and organization, and the accommodation's impact on the operation of IIF Data Solutions, including its impact on the ability of other employees to perform their duties and on IIF Data Solutions' ability to conduct business.

IIF Data Solutions will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.



An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Conflict of Interest and Outside Work Activities

IIF Data Solutions expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of IIF Data Solutions. Business dealings that appear to create a conflict between the interests of IIF Data Solutions and an employee are unacceptable. IIF Data Solutions recognizes that employees may engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, as an employee you must disclose any possible conflicts so that IIF Data Solutions may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of IIF Data Solutions business dealings.

Employees are hired and continue in IIF Data Solutions' employ with the understanding that IIF Data Solutions is their primary employer and that other employment or commercial involvement that is in conflict with the business interests of IIF Data Solutions is strictly prohibited. Outside work activities are not permitted when they:

- prevent the employee from fully performing work for which he or she is employed at IIF Data Solutions, including overtime assignments; or
- involve organizations that are doing or seek to do business with IIF Data Solutions, including actual or potential vendors or customers; or
- violate provisions of law or IIF Data Solutions' policies or rules.

Financial Interest in Other Business: An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of IIF Data Solutions, except where such ownership or interest consists of securities in a publicly owned company and that securities are regularly traded on the open market.

Acceptance of Gifts: No employee may solicit gifts of any kind or accept gifts of with a value of more than \$25.00, lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.



An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass IIF Data Solutions.

Reporting Potential Conflicts: An employee must promptly disclose actual or potential conflicts of interest, in writing, to Human Resources. Individual circumstances will be evaluated and approval will not be given unless the relationship will not interfere with the employee's duties or will not damage IIF Data Solutions' relationship.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth those that most frequently present a problem. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Human Resources Department to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination of employment.

Confidentiality and Trade Secrets

IIF Data Solutions discloses to employees, on a continuing basis throughout their employment, certain trade secrets and other confidential business information. The successful operation of IIF Data Solutions' business requires that all employees maintain these trade secrets and confidential information, which are valuable and unique assets, as secret and confidential.

Confidential and trade secret information refers to all non-public information relating to IIF Data Solutions' business, (in any form, verbal or written) specifically but not limited to:

- IIF Data Solutions' customers and prospective customers including the nature and amount of their respective purchases, outstanding bids or orders, requirements for service, key contacts, ordering procedures, credit and relations information, marketing proposals and pricing practices;
- IIF Data Solutions' methods of doing business including its finances, costs, profits, sales, markets, strategic or business plans, projections, research projects, sources and nature of financing, staffing and personnel information, and company policies and procedures;
- IIF Data Solutions' suppliers including its costs, distribution and other arrangements with such suppliers;
- IIF Data Solutions' products and services including technologies, support procedures, programming and formatting processes and techniques, product formulations, specifications and materials, except those generally made available to the public;
- IIF Data Solutions' research activities, including research methods and results, that support product development activities, marketing programs, pricing, manufacturing methods, distribution methods,



management information technology, and other key business areas in which IIF Data Solutions develops and uses research to help it innovate;

- All other confidential information used or maintained by IIF Data Solutions that is not in the public domain.

All employees, at the time of hire, are required to read and sign an Employee Confidentiality, Non-Solicitation, Proprietary Information and Inventions Agreement which specifically outlines the employee's responsibility with regard to confidential and proprietary information, non-solicitation and inventions. Any questions regarding this policy or the aforementioned form should be addressed with Human Resources Department.



EMPLOYMENT

Open Door Policy

IIF Data Solutions promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so that appropriate action may be taken. If the direct supervisor cannot be of assistance, any manager of IIF Data Solutions, up to and including the President, as well as Human Resources is available for consultation and guidance. IIF Data Solutions is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

Employee Referral Program

IIF Data Solutions encourages employees to refer qualified applicants for job openings. Through the Employee Referral Program, eligible employees **may** receive up to \$500 for referring an applicant for job openings designated as "Employee Referral Eligible" in accordance with the following program guidelines:

- The employee who referred the applicant must complete an Employee Referral Form and submit the form, along with the applicant's resume, to Human Resources.
- Only referrals submitted on an Employee Referral Form will be eligible for a referral bonus payment.
- The applicant must be applying for a high-target, hard-to-fill position as determined by the Human Resources office.

If a referred applicant is hired by IIF Data Solutions and successfully completes 90 days of continuous service, the referring employee will be paid the appropriate bonus, provided both the referred and referring employees are still employed by IIF Data Solutions. All regular full-time employees are eligible for this program, with the exception of Company Officers and above, Human Resources employees, and the manager to which the open position will report.

Personnel Record Changes

To keep necessary Company records up to date, it is extremely important that you notify the Human Resources Department of any changes in:

- Name
- Marital status
- Home Address



- Home or Cell telephone number
- Eligible dependents
- Income Tax Withholding
- Emergency Contact(s)
- Business Address
- Business Phone
- Business E-Mail
- Home E-Mail

Rehired Employees

IIF Data Solutions will consider for rehire previous employees who left IIF Data Solutions with a good employment record and under amicable circumstances. Employees rehired within one year of their termination date will retain their original hire date. Employees rehired after one year of their termination date will be considered new employees as of the effective date of re-employment for all purposes, including Company-sponsored benefits, unless otherwise required by applicable Company benefit plans or applicable law.



COMPENSATION

Electronic Time Records

Each employee is responsible for his/her own accurate time record keeping. Absences and hours worked should be recorded at the end of each day. For billing purposes each month, **it is critical that all employees process their time records accurately and on-time, DAILY. Failure to do so or to complete the time record accurately could result in an inaccurate or delayed paycheck.** Attendance records are IIF Data Solutions records and care must be exercised in recording the hours accurately.

Payment of Salary

Paydays are on the 1st and 15th of every month. Salary payment is made semi-monthly for the previous semi-monthly pay period. For example, if you are hired March 1 you will be paid for the pay period March 1 – March 15 on April 1. Payment for March 16 – March 31 is paid on April 15, etc.

If the normal payday falls on a Company-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. If the normal payday falls on a Saturday or Sunday, paychecks will be distributed on the Friday before. **Under no circumstances will IIF Data Solutions release any paychecks prior to the announced schedule.** Except for extreme emergencies, no salary advances will be made.

Paychecks

Employees are paid through direct deposit of funds to either a savings or checking account at their bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned with a voided personal check to the Payroll Department. Due to banking requirements it may take several weeks for activation of the Direct Deposit. Paper checks are available to employees who have no access to a checking account.

In the event of a lost paycheck, the Payroll Department must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and IIF Data Solutions identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to IIF Data Solutions within 24 hours of the time it is demanded.

Employee Classifications

While IIF Data Solutions classifies employees according to job responsibilities, all employees are hired on an at-will basis. Positions may be modified, or eliminated at any time. Additionally, IIF Data Solutions reserves the right to increase or decrease scheduled hours as necessary to support business.



Employee - An employee is defined as a person who receives compensation from IIF Data Solutions (excluding independent contractors, vendors and outside consultants).

Regular Full-Time Employee - Employees who are regularly scheduled to **work 40 or more hours** per week.

Regular Part-Time Employee - Employees who are regularly scheduled to work **less than 40 hours** per week. Regular part-time employees who are authorized to work **30 or more** regularly scheduled hours per week are eligible to participate in IIF Data Solutions' paid time-off benefits as set forth in the Employee Benefits and Time Off sections of this manual. Part-Time employees who are regularly scheduled to work less than 30 hours are not eligible for health or paid time-off benefits.

Non-Exempt Employee - Employees who are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) and applicable state laws. Non-exempt employees receive premium pay for overtime as outlined in the Overtime section.

Exempt Employee - Employees who are exempt from minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) and applicable state laws. These executive, administrative, professional, and outside sales representatives, as defined by state and federal law, do not receive overtime pay.

Hours of Work and Overtime

Hours at IIF Data Solutions' Corporate office are 8 a.m. to 5 p.m., Monday through Friday, with a one-hour unpaid lunch period each day. As most clients set their own 8-hour work schedule, employees should discuss this with their supervisor on their first day of work to determine what hours are required.

Depending on IIF Data Solutions work needs, employees may be required to work overtime when requested to do so. **Prior** approval from IIF's corporate office, however, is required before any non-exempt employee works overtime. Employees working overtime without prior approval will be subject to disciplinary action.

Non-exempt full-time employees are eligible for overtime pay for work performed beyond their regularly scheduled 40 weekly hours. Paid time-off is not considered hours worked for overtime calculation. Overtime is paid at one and one-half the employee's regular hourly rate.



EMPLOYEE BENEFITS

This section pertains to benefit eligible employees only. When IIF competes for a contract, we try to propose the most competitive pricing possible while maintaining decent wages for our employees. As a result, some contracts allow for insurance benefits, others do not. An employees' eligibility for benefits is detailed in his/her offer letter.

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

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between IIF Data Solutions and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, IIF Data Solutions reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, IIF Data Solutions reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. Any questions regarding our benefit programs should be directed to Human Resources.

Health Insurance

IIF Data Solutions currently offers benefit eligible employees health coverage under group plans that provide comprehensive hospital and major medical coverage; diagnostic, preventive, basic and major dental coverage; and vision coverage. Under these plans, participants can choose providers in-network or out-of-network at any point in time. Most in-network services require only a small co-payment and no claim forms need to be completed. Out-of-network services are generally subject to an annual deductible and coinsurance payments, and require the submission of claim forms to the insurance carrier for reimbursement.



Enrollment and Changes to Health Insurance

New employees have up to 30 days from their employment date to elect health coverage. If elected, benefits will begin the first day of the month following the employee's hire date. IIF Data Solutions may pay a portion of the monthly premiums. You are responsible for the balance, which will be withheld from each of your semi-monthly paychecks.

Once made, the election is fixed for the remainder of the plan year. However, if there is a qualifying event, as defined in the Plan documents, employees may make a mid-year change in coverage (i.e., adding or deleting dependents or revoking coverage), provided they do so within 30 days from the date of the qualifying event. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations. At the end of each plan year, during open enrollment, employees are free to change their insurance plan elections for the following plan year, whether or not there is a change in family status.

Continuation of Insurance and Other Benefits (COBRA)

If employees end their employment with IIF Data Solutions, they and/or their dependents may have the right to continue their group medical benefits temporarily under the federal statute commonly known as "COBRA." The Human Resources Department will provide the employee information regarding these rights within 44 days after the employee terminates employment with IIF Data Solutions. The Human Resources Department will also provide the employee with information regarding any conversion or continuation rights the employee may have with respect to insured benefits.

Voluntary Short-Term Disability

Following 90 days of continuous employment, benefit eligible employees may be given the option to enroll in Voluntary Short-Term Disability Insurance. After a 7-day waiting period for illness or 1-day waiting period following an accident, the plan will pay up to 60% of weekly earnings reduced by other income (i.e., SDI) while you are meeting the definition of disability. The maximum weekly benefit is determined by the employee but can be no more than \$4,500/or 60% of the employee's earnings, whichever is less. The maximum benefit duration is 12 weeks.

Long-Term Disability

Long-Term Disability insurance coverage is available to all benefit eligible employees. Coverage is effective the first of the month following 90 days of continuous employment. Benefits are issued after the employee has applied for the benefits and has received approval from the insurance carrier. If approved, Long-Term Disability payments of 60% of the employee's weekly salary, up to a maximum of \$3,000 per month, will begin after 90 days of disability.



Life Insurance and Accidental Death & Dismemberment (AD&D) Insurance

Life insurance and Accidental Death and Dismemberment (AD&D) insurance coverage is available to all benefit eligible employees. Employees' coverage is effective the first day of the month following 90 days of continuous full-time employment.

The Life Insurance benefit is \$50,000. If the employee dies by accident, the employee's beneficiaries will receive an additional \$50,000. An employee's loss of hand, foot or sight would result in a prorated payment of AD&D. After age 65, these benefits are reduced to 65% and after age 70 they are reduced to 40%.

401(k) Retirement Plan

IIF Data Solutions currently offers all employees (age 21 or older) retirement benefits through its 401(k) Retirement Plan. Employees are eligible to participate on the first day of the month following 90 days of employment and can contribute up to the maximum annual amount allowed by current IRS regulations. Contributions are deducted from an employee's paycheck on a pre-tax or after tax basis, and there are a variety of funds available for investing. Employees may make changes to their contribution amount, suspend their contributions or re-enroll at any time throughout the plan year. IIF Data Solutions' 401(k) Plan accepts rollover contributions from other qualified plans.

Company Contribution: IIF Data Solutions will normally provide an Employer contribution to participant accounts. Employees should refer to Plan Documents for details.

Worker's Compensation Benefits

IIF Data Solutions is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor and the Human Resources Department. Should your injury require the attention of a doctor, you must obtain a list of approved physicians by calling our Workers' Compensation Carrier's Physician Network Referral Unit.). In the case of an emergency, you should go to the nearest hospital emergency room for treatment and then utilize the Network Referral Unit if additional treatment is necessary. Failure to report an injury is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

Educational Assistance Policy

All regular full-time employees, who have worked for IIF Data Solutions at least one (1) year, are eligible to participate in IIF Data Solutions' Educational Assistance Program.

IIF Data Solutions will reimburse employees for tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. Classes must be scheduled during non-work time at an accredited college or university. Costs for textbooks, materials,



and fees will not be reimbursed. The amount an employee receives will depend upon the grade received and will not exceed an annual (calendar year) reimbursement amount of \$2,500.

To receive tuition reimbursement, an employee must apply and receive approval **before** the course begins. The employee is responsible for paying the initial course fees and retaining a receipt for the amount paid. Once the employee receives his or her grade(s), the employee should attach the tuition bill, the final grade(s) and the payment receipt to a copy of the approved Educational Assistance Program Application and send them to Human Resources. The employee will receive reimbursement based on the following schedule:

- A grade of “A” or points in the range of 4.0-3.5 = 90% reimbursement
- A grade of “B” or points in the range of 3.4-3.0 = 70% reimbursement
- A grade of “C” or points in the range of 2.5-2.9 = 50% reimbursement

No reimbursement is provided for a grade below 2.5

If an employee resigns or is terminated (except in the instance of Contract End) before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns within twelve (12) months after receiving reimbursement, the full reimbursement amount will be deducted from the employee’s final paycheck.

Employee Assistance Program (EAP)

IIF Data Solutions cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), IIF Data Solutions provides confidential access to professional counseling services for help in confronting such personal problems such as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all full time employees and their dependents; offering problem assessment, short-term counseling and referral to appropriate community and private services.

The EAP is administered through a third-party vendor, is strictly confidential, and is designed to safeguard an employee’s privacy and rights. Information given to the EAP counselor may be released only if requested by the employee in writing. All counselors are guided by a professional code of ethics. Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee’s participation in the program is entered into the personnel file.

There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are



not covered are the responsibility of the employee. Additional information about the EAP is provided with the new hire packets, during Open Enrollment and is available from the Human Resources Department.



TIME OFF

Vacation

Time away from work to relax and pursue special interests is important to everyone. Employees should make their vacation requests as far in advance as possible.

Full-Time employees will accrue vacation time with each pay period worked, according to the following schedule:

Length of Service	Number of Vacation Hours Accrued Each Pay Period	Total Eligible Vacation Days if Worked Throughout the Year
0 – completion of 5 years	3.33	10
6 – completion of 10 years	5.00	15
11 – completion of 20 years	6.66	20
21+years	8.33	25

Vacation hours will accrue to a maximum of 120 hours. Once the maximum amount has been accumulated, the accrual will stop until the employee uses the benefit and the accrued number of hours falls below 120.

When a Company holiday falls during a scheduled vacation, it is not counted as a vacation day. Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation even if an employee would ordinarily take a sick day.

When an employee terminates employment with IIF Data Solutions, all unused, accrued vacation hours will be paid on the final paycheck. If an employee has a negative balance of vacation hours, those hours will be deducted from the final paycheck.

Holidays

IIF Data Solutions typically recognizes ten paid holidays per calendar year. These holidays are usually:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day



- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Regular full-time employees are eligible for all Company holidays. Employees working less than 40 hours per week are not eligible for holiday pay. If a holiday is on a Saturday, IIF Data Solutions will observe it on Friday. When a holiday is on a Sunday, IIF Data Solutions will observe it on Monday.

Jury Duty

If a full-time employee is summoned to serve on a jury or act as a court witness, IIF Data Solutions will pay the employee's regular pay for a maximum of 5 workdays. An employee on jury duty is expected to report to work any day he/she is excused from jury duty. Upon receipt of the notice to serve on a jury or to act as a court witness, the employee should immediately notify his/her supervisor, as well as IIF's Human Resources Department. Additionally, a copy of the jury summons or subpoena must be sent into the Human Resources Department.

Employees appearing as a plaintiff, defendant, or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these absences.

Upon the employee's return, the employee must notify Human Resources Department and must submit a signed Certificate of Jury Service indicating the number of days served. If the jury duty falls at a time when the employee cannot be away from work, IIF Data Solutions may request that the court allow the employee to choose a more convenient time to serve if he/she makes a request in accordance with the court's procedures. The employee must cooperate with this request. **The employee should record any time missed for jury duty or while serving as a court witness as "other" on their timecard and MUST enter a comment indicating that it was for jury duty/court witness.**

Bereavement Leave

In the unfortunate event of a death in the immediate family, full-time employees are eligible for a leave of absence of up to 3 days. These three days must be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

For this purpose, immediate family is defined as:

- Spouse



- Child, step-child
- Parents (including current in-laws), step-parents
- Siblings, step-siblings
- Current Brother/Sister in-law
- Aunt/Uncle
- Niece/Nephew
- Grandparents
- Grandchildren

Employees must make their POC/supervisor and IIF's Human Resources Department aware of their situation and the expected length of their absence. **Upon returning to work, the employee should record time missed as "other" on their timecard and MUST enter a comment indicating that it was for Bereavement Leave.** Proof of death and relationship to the deceased may be required.

Time Off to Vote

IIF Data Solutions encourages responsible citizenship. On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, schedules may be adjusted as needed to allow for the opportunity to vote.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. POC/Supervisors may adjust employee's schedules as needed to ensure that they will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

Unscheduled Leave Policy

Guidelines for Inclement Weather Days and Government Holidays:

- In the event of inclement weather prohibiting you from getting to work, or when the Federal or State government declare a regular workday as a government "holiday," IIF will follow a general policy of "unscheduled leave," similar to that of the government.
- If you are unable to report to work, leave early from work, or arrive late to work due to inclement weather, you must report your absence, as usual, to your immediate POC.



- If you are unable to report to work due to inclement weather or a facility shutdown, you should account for your time out of the office as vacation leave or unpaid leave. An alternative, with your POC's prior approval, would be to work from home or work extra hours during the pay period to make up for the hours out of the office.

Sick Leave

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

IIF Data Solutions recognizes, however, that an employee may occasionally be unable to work due to their own illness or injury or the illness or injury of their dependent child(ren). As a result, IIF Data Solutions provides Sick Leave benefits to protect to employees against loss of income during unavoidable illness or injury.

All full time employees are eligible to accrue sick leave time at the rate of 1.66 hours per pay period for a total of 40 hours per year. The maximum amount of sick leave that can be accrued is 120 hours. Once that maximum has been accumulated, the accrual will stop until the employee uses the benefit and the maximum number of hours falls below 120. Employees working less than 40 hours per week are not eligible for sick leave. Employees are not paid for unused accrued sick leave at the time of termination. Employees within 30 days of their termination date MUST provide a doctor's note for all sick leave used. If an employee has a negative balance of sick leave hours, these hours will be deducted from their final paycheck.

Employees unable to report to work due to their own illness or injury or the illness or injury of their child(ren), must telephone their POC/supervisor directly, (or designee if available) each day of their absence, as far in advance as possible, but no later than one hour before their scheduled arrival time. If an employee is unable to make the call personally, a family member or a friend should contact the POC/supervisor. An employee who fails to contact his/her POC/supervisor or IIF's Human Resource Department may be considered as having voluntarily resigned. This policy must be followed unless an exception has been made for a particular absence, and a written memo to this effect has been sent to IIF's Human Resources Department.

If IIF Data Solutions has questions about the nature or length of an employee's illness or injury, a written certification from a physician or licensed health care professional may be required.

Leave of Absence Policy

The purpose of this policy is to establish guidelines governing leaves of absence and to ensure that leaves of absence are granted on a fair and equitable basis to all eligible employees. Since this policy covers employees residing in various states, it will be administered in a manner that conforms to the laws of the state in which the



employee is employed and in accordance with applicable federal laws. Unless federal, state or local laws require otherwise, this policy will be administered as written.

Employees out on a leave of absence are still considered employees of IIF Data Solutions and still responsible for upholding IIF Data Solutions' policies and procedures, including the Confidentiality and Non-Solicitation Agreement. If an employee accepts other employment during the leave of absence, or fails to return to work on the next regularly scheduled workday following the expiration of the leave, their absence will be treated as voluntary job abandonment and their employment will be terminated.

Should an employee require an extension of the leave, he/she must make this request in writing to their supervisor and the Human Resources Department prior to the expiration of the approved leave.

The following leaves of absences are outlined below:

- Family and Medical Leave
- Pregnancy Disability Leave (CA Only)
- Personal Leave
- Military Leave

Family and Medical Leave (FMLA)

An employee who has completed at least 12 months of service and has worked at least 1250 hours of service during the previous 12-month period is eligible to request an unpaid Family or Medical Leave of Absence.

Subject to the conditions of this policy and the applicable laws, an eligible employee may request up to 12 weeks of Family or Medical Leave during a 12-month period. The 12-month period used under this policy to measure the 12-week limitation will be the rolling 12-month period beginning with the first day the employee is out on leave and will run for the next 12 months.

An employee may be permitted to take Family or Medical Leave intermittently or on a reduced hours schedule for reasons of a serious health condition of the employee or the employee's spouse, child or parent. All absences due to the specific covered event are part of the same leave of absence, whether or not the absences occur consecutively.

Qualifying Conditions: Eligible employees may request a Family or Medical Leave for any of the following reasons:

- The birth of a son or daughter of the employee and in order to care for such son or daughter.
- The placement of a son or daughter with the employee for adoption or foster care.



- To care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of the position.
- A qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call of order to active duty) in the Armed Forces in support of a contingency operation.

Note: An employee who is ill or injured and misses five or more consecutive days of work must qualify for leave under the Family and Medical Leave policy or another applicable leave policy to retain employment.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

Definitions:

Child: Defined by both federal and state laws as a biological, adopted or foster child, a stepchild, a legal ward, a child to whom the employee has legal guardianship, or an adult dependent child. An adult dependent child is one who is over the age of 18 and incapable of self-care because of mental or physical disability.

Parent: The biological or adoptive parent of an employee or one who had legal guardianship of the employee when the employee was a child.

Care: Refers to such care as might be required because a family member is incapable of caring for basic medical, hygienic or nutritional needs or safety, or is unable to travel to the doctor or otherwise obtain medical care, etc. The care to be provided can include psychological comfort and reassurance that would be beneficial to a seriously ill child, spouse or parent receiving inpatient care, arranging third party care for a family member, or filling in for others who are caring for the family member.



Health Care Provider: Includes any doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices, or any other person determined by the Secretary of the U.S. Department of Labor to be capable of providing health care services.

Serious Health Condition: Refers to an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment or continuing supervision by a health care provider.

Restrictions and Conditions: The following restrictions apply to Family or Medical Leaves of Absence;

- Leave for the birth or placement of a child must be completed within one year of the birth or placement.
- Spouses who both work for IIF Data Solutions are permitted a combined total of 12 work weeks during the 12 month period following the birth of a child or placement for adoption or foster care. (This limitation applies even if the spouses work at different work sites or divisions.)

Vacation and Sick Leave: Vacation and sick leave do not accrue while an employee is on a Family or Medical Leave if the employee is absent longer than one pay period. Employees granted a Family Leave must utilize all accrued, unused sick leave and vacation hours at the beginning of the leave. Any portion of a leave that occurs after all vacation and sick leave benefits have been exhausted will be without pay.

Health Insurance Benefits: Health insurance provided by IIF Data Solutions and for which an employee is otherwise eligible, will be continued during the period of the Family or Medical Leave, up to six months, if the employee elects to continue paying their share of the premiums for such coverage on a monthly basis. Payments may be continued through payroll deductions (if applicable) or by check which is submitted to Human Resources Department. If the employee fails to pay their portion of the premium(s) for more than 30 days, the employee's coverage will be terminated and he/she will be offered COBRA to continue health benefits.

Advance Notice Requirements: To be eligible for a Family or Medical Leave, an employee must submit their request by completing the Leave of Absence Request with the expected commencement date and duration of the leave. The request is to be signed by the POC/supervisor and forwarded to Human Resources Department. If the need is foreseeable, this request should be made at least 30 days in advance. If the need is not foreseeable, the employee should give notice as soon as possible.

Certification: To obtain approval for a Family or Medical Leave request, a certification supporting the need for a LOA is required within 14 days of the date of request or as soon as practicable. This would include physician and military certifications, depending upon the type of leave requested.

If IIF Data Solutions has reason to doubt the validity of the certification provided for an employee's serious health condition, IIF Data Solutions may require, at its expense, that the employee be examined by a health care provider



of its choice (except that the health care provider may not be employed on a regular basis by IIF Data Solutions) to verify the employee's medical condition. If the employee's health care provider and the health care provider chosen by IIF Data Solutions do not agree upon the seriousness of the employee's health condition or the length of the employee's leave of absence, a third health care provider, designated or approved jointly by the employee and IIF Data Solutions shall be selected to examine the employee. This examination shall also be at IIF Data Solutions' expense. The third health care provider's decision shall be binding on both the employee and IIF Data Solutions.

IIF Data Solutions will require that the employee provide an additional certification from a health care provider to support any claim that the employee is unable to return to work on the expected return date because of the continuation of the serious health condition of the employee's parent, spouse, child or self.

Seniority: An employee on a Family or Medical Leave will not have a break in service for the purposes of calculating seniority.

Return to Work After Leave: An employee returning from an approved Family or Medical Leave will be reinstated to their previous position or a comparable position. However, employees have no greater rights to reinstatement or other job benefits than they would have if they had been employed during their leave period. Prior to the employee's return to work, the Human Resources Department must receive a doctor's release from the employee's health care provider fully releasing the employee to return to work.

Key Employees: A key employee is defined as a salaried employee who is among the highest paid ten percent of all salaried and non-salaried employees employed by IIF Data Solutions. The determination of key employee status is made at the time the employee notifies IIF Data Solutions of the need for a Family or Medical Leave.

A key employee may be denied reinstatement to their previous position or a comparable position if the key employee's absence will cause substantial and grievous economic injury to IIF Data Solutions' operations. IIF Data Solutions will notify the key employee of the intent to refuse reinstatement at the time IIF Data Solutions determines that the refusal is necessary. In such an instance, IIF Data Solutions will provide the key employee with a reasonable opportunity to return to work.

Pregnancy Disability Leave (CA Only)

Eligible California employees are entitled to up to four months of unpaid leave for disability due to pregnancy, childbirth and related medical conditions regardless of the employee's length of employment. In California, Pregnancy Disability Leave is not concurrent with the Family or Medical Leave period. California employees anticipating being out on a leave of absence due to pregnancy or childbirth should contact Human Resources for further information regarding this leave.



Note: Employees of IIF Data Solutions working in states other than California may also be entitled to medical leave for disability due to pregnancy, childbirth or related medical conditions. Questions on this should be directed to Human Resources Department.

Military Leave of Absence

With the exception of short-term military leaves for required military training, examinations or other such obligations, all Military Leaves of Absence are without pay. IIF Data Solutions will reinstate an employee returning from a Military Leave to their same position or a comparable position if the employee:

- Submits a certificate of satisfactory completion of service,
- Applies within the specified time outlined below after release from active duty (or within an extended period protected by law), and
- Is qualified to fill the former position.

Notification Requirements: An employee must notify their POC/supervisor and the Human Resources Department as soon as they are informed that they are required to report for military duty. It is the employee's responsibility to submit a Leave of Absence Request along with a copy of their military orders (when available) to the Human Resources Department.

Benefits during a Military Leave: If an employee is on a short-term (less than 30 days) Military Leave, IIF Data Solutions will continue to pay its portion of the health insurance premiums during the leave. The employee must continue to make payments that he/she was required to make prior to the leave. An employee on a long-term Military Leave (30 days or more) may elect to continue health benefits for up to 18 months and will be required to pay 100% of the monthly premium (COBRA).

401(k) –Military Leave is not considered a break in service with IIF Data Solutions. Therefore, employees on military leave cannot request a service distribution from their 401(k) plan. When an employee returns from military leave, he/she will be able to make catch up 401(k) contributions. The Human Resources Department must be notified and will coordinate the catch up contributions with the employee.

Vacation and sick time will not accrue during the leave if it extends longer than 30 days. Upon request, the employee may be paid any accrued vacation while on military duty.

Requests for Military Leave:

Leave for Active or Reserve Duty: Upon receipt of orders for active or reserve duty, an employee must notify and submit a copy of the military orders to his/her POC/supervisor, as well as the Human Resources Department (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).



Leave for Military Training, Examinations and Other Related Obligations: Employees will also be granted time off for military training (up to 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their POC/supervisor of their training schedule and/or other related obligations as far in advance as possible and provide a copy of their orders to the Human Resources Department. In order to receive differential pay, employees must submit their military pay vouchers to the Human Resources Department upon return from training. IIF Data Solutions will then pay an employee's full salary, less base military pay, for up to 10 individual training days or 15 consecutive days (including the weekends) per year. Employees should record their time missed as "other" on their timecard and MUST enter a comment indicating that it was for Military Leave.

Return from Military Leave:

Notice Required: Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

An employee who served for less than 31 days or who reported for a fitness to serve examination, is expected to return to work on the first full regular scheduled work day following the completion of the leave.

An employee who served for more than 30 days, but less than 181 days, must return to work no later than 14 days after completing his/her period of service.

An employee who served for more than 180 days, must return to work no later than 90 days after the completion of the uniformed service.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Human Resources Department (if the service was less than 31 days), at the end of the necessary recovery period (but which may not exceed two years).

Required Documentation: An employee whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the period of service has not exceeded five years; and (ii) the employee received an honorable or general discharge.

Personal Leave of Absence

Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a personal Leave of Absence without pay. However, employees must be employed for at least twelve months prior to the requested leave.



Any request for a leave of absence without pay must be submitted on a Leave of Absence Request form as far in advance as possible and it will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Human Resources Department. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

The duration of a leave of absence, if granted, will be determined on a case-by-case basis by management. If approved, all accrued, unused vacation time must be used first. No vacation or sick leave will accrue during a personal leave of absence lasting more than one pay period.

Continuing Benefit Plan Coverage: While on a personal unpaid leave of absence employee's medical coverage will end on the 1st day of the month following the start of such leave. Employees will have the opportunity of continuing their benefits for a maximum period of 18 months by paying the monthly premiums as required by COBRA legislation.

Returning/Not-Returning From a Leave: Due to the nature of our business, IIF Data Solutions cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a leave of absence without pay, IIF Data Solutions may attempt to reinstate the employee to his/her former position or to one with similar responsibilities.

If the position or a similar position is not available, IIF Data Solutions may search for a suitable position for 30 days from the date that the unpaid leave was to officially end. The employee will not be paid for this time. If the employee has not been placed by the end of this period, his/her employment will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence without pay, the termination date is the last day of the authorized leave period or the date the employee notifies his/her supervisor/manager he/she is not returning, whichever is sooner. Such employees may be considered for reemployment.



ON-THE-JOB

Discipline

All employees are expected to meet IIF Data Solutions' standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with IIF Data Solutions' policies and procedures.

If an employee does not meet these standards, IIF Data Solutions may in its sole discretion take corrective action that may include immediate dismissal.

The intent of corrective action is to provide the employee with a reasonable time to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with IIF Data Solutions' policies and procedures and/or other disciplinary problems.

Attendance

Because IIF Data Solutions depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to be at their workstation, ready to work at their regularly scheduled start time. Moreover, an employee must notify his/her POC/supervisor or IIF's Human Resources Department as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate supervisor or the Human Resources Department may be considered as having voluntarily resigned. Excessive absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

Company Dress Policy

IIF Data Solutions officially maintains a Business Casual Dress policy for its business and administrative offices. Under this policy, employees are expected to utilize good judgment in determining their dress and observe good grooming habits. In addition, employees are expected to dress in appropriate business attire as dictated by the workplace of clients or vendors as well as at professional meetings and conferences with other employees to ensure that IIF Data Solutions' professional reputation is maintained. IIF understands that not all employees will work in an office environment. Employees should consult with their supervisor to determine the appropriate dress for their particular work environment.



To provide some guidance for IIF Data Solutions' dress policy, the following list provides some examples of inappropriate dress at any work location during work hours:

- Any type of denim or any material resembling denim
- Casual/Sport T-shirts (including logo merchandise)
- Baseball and other sports hats
- Shorts
- Casual sandals (i.e. flip flops) and athletic or canvas shoes
- Low cut T-shirts or tank tops
- Excessively short skirts and dresses
- Flannel shirts
- Leather (or material resembling leather) pants
- Revealing clothing or tight-fitting clothes
- Exceptions may be made by management for specific jobs and work areas. Certain positions at client sites may be required to meet special dress, grooming, and hygiene standards as requested by IIF's customer. All reasonable customer requests will be supported by IIF. Employees should speak with their immediate supervisor their first day on the job to ensure they know the acceptable dress rules for their specific job and work location.

Rules of Conduct

The following list is illustrative only. It includes acts that are strictly prohibited at all times.

- Lying, cheating, or stealing.
- Unauthorized possession of IIF Data Solutions' property, a client's property, or the property of a fellow employee.
- Willful destruction of IIF Data Solutions' property, a client's property, or the property of a fellow employee.
- Deliberate misuse of, or unauthorized use of IIF Data Solutions' supplies, materials, machines, or tooling or a client's supplies, materials, machines or tooling.
- Altering one's paycheck in any manner.
- Fighting with, or threatening or attempting bodily injury to another at the work site or at any other work-related or work sponsored functions.



- Falsifying or altering IIF Data Solutions' records or reports including one's timesheet or the timesheet of another.
- Visiting, loitering, loafing, lounging, or sleeping during scheduled working hours, or leaving the work area without permission of one's POC/supervisor.
- Receiving or making excessive personal telephone calls.
- Excessive personal use of work computer.
- Allowing an unauthorized person onto the work site.
- Disobedience or insubordination.
- The use of abusive, threatening, or obscene language.
- Excessive absenteeism or tardiness.
- Working unauthorized overtime.
- Failing to complete required reporting timely and properly.
- Failing to meet IIF Data Solutions' work standards in terms of quantity and quality.
- Interfering with another employee's efforts to meet IIF Data Solutions' work standards.
- Violation of sanitary or safety rules.
- Intoxication during working hours, including bringing intoxicating beverages, marijuana, or other hallucinogenic drugs or prescription drugs not prescribed for use by a physician on any work site, the consuming of the same on any work site, or any other violation of IIF Data Solutions' Substance Abuse policy.
- Unauthorized disclosure or use of confidential information.

Employees are responsible for maintaining their work area in a neat and professional manner. Employees are responsible for assuring the security of IIF Data Solutions' confidential/proprietary material in their possession and similarly maintaining the security of IIF Data Solutions' provided equipment. Employees concerned for the security of their work area or equipment must inform their POC/Supervisor of such concerns.

IIF Data Solutions reserves the right to search unlocked and/or publicly used IIF Data Solutions' property at any time without consent. IIF Data Solutions may request a search of personal property at the worksite or locked company property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination and legal action.



Workplace Violence Policy

IIF Data Solutions provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. IIF Data Solutions does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is strictly prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon, including firearms and knives, while on the work site or while on IIF Data Solutions' business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures: Any potentially dangerous situations must be reported immediately to a POC/supervisor and to IIF's Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated immediately. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. IIF Data Solutions will actively intervene at any indication of a possibly hostile or violent situation.

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Department if any employee exhibits behavior, which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.



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

Drug and Alcohol Policy

IIF Data Solutions is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes, or sells drugs in the workplace. Therefore, IIF Data Solutions has established the following policy:

- It is a violation of IIF Data Solutions' policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or the use of alcohol during work hours.
- It is a violation of IIF Data Solutions' policy for anyone to report to work under the influence of illegal drugs or alcohol.
- It is a violation of IIF Data Solutions' policy for anyone to use prescription drugs illegally. An employee undergoing prescribed medical treatment with any drug or controlled substance that may impair his/her physical or mental ability should report this treatment to his/her manager. Information regarding such treatment will be held confidential.
- It is a violation of IIF Data Solutions' policy for anyone to use or possess designer drugs or items resembling drugs or drug paraphernalia.

IIF Data Solutions has adopted testing practices to identify employees who use illegal drugs either on or off the job. It shall be a condition of employment for all employees to submit to drug testing under the following circumstances:

- When there is reasonable suspicion to believe that an employee is using illegal drugs or is under the influence of alcohol.
- When employees are involved in on-the-job accidents where personal injury or damage to IIF Data Solutions' property occurs.
- As part of a follow-up program to treatment for drug abuse or alcohol abuse.
- As a condition of pre-employment/employment at a specific client location when IIF Data Solutions' agreement with that client requires drug and/or alcohol screening.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal use of drugs and alcohol is incompatible with employment at IIF Data Solutions.



As a condition of employment, employees must abide by the terms of this policy and must notify IIF Data Solutions in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Violations of this policy are subject to disciplinary action up to and including immediate termination of employment. All employees, by signing the Employee Handbook Acknowledgement form at the back of the handbook, acknowledge that they have read and fully understand this policy.

Vehicle and Driver Safety Policy

The safety and well-being of our employees is important. We each have a responsibility to protect ourselves and those around us when we drive on the road. Occasionally, our employees are required to drive for work related tasks. Employees who are required to drive a vehicle of any type for company business will adhere to the following rules:

- Obey all driving laws and rules of the road.
- Wear seatbelts at all times, even if only a passenger.
- Texting, emailing or using a handheld cell phones or PDA is prohibited while driving.
- Avoid distracting activities including, but not limited to, eating, putting on makeup and reading.
- Use of alcohol and/or drugs, including certain over-the-counter medications that impair driving ability, is prohibited.

Driver Considerations:

- Employees must have a valid and current driver's license.
- Employees driving commercial vehicles must have the proper license as required by the state in which the employee resides.
- When operating a POV, employees are expected to maintain adequate collision, personal injury and property damage automobile insurance.
- Employees are required to maintain a good driving record. An unacceptable record includes, but is not limited to:
 - Three or more moving violations in a calendar year. Moving violations include any ticket, charge or other law enforcement proceeding.
 - Two or more charging accidents in a calendar year. Chargeable means that the driver is determined to be the primary cause of the accident.
 - Any combination of accidents and/or moving violations.
 - Conviction of DUI, Reckless Driving or similar offenses.



Driver Accident Reporting:

- Do not give a statement to anyone other than IIF's General Counsel.
- All accidents must be reported to the police and IIF's Human Resources Department immediately, regardless of severity. When reporting the accident, employees should not give a statement. Instead, refer anyone trying to obtain a statement to IIF's General Counsel.
- Record names and address of witnesses and occupants of other vehicles involved.

Cleared Employees Responsibilities

Certain jobs at IIF require employees to obtain and maintain a Security Clearance. Upon hire, IIF's Security Department will work with the new employee to obtain the clearance and perform the company maintenance work required to ensure the clearance is kept up to date.

Employee's Responsibilities: Employees with Security Clearances through IIF have on-going responsibilities to maintain their clearance. These responsibilities include, but are not limited to, participating in annual security briefings, completing appropriate tasks for a periodic reinvestigation and most importantly, complying with reporting requirements. Every cleared employee is required to report any of the following to IIF's Facility Security Officer (FSO):

- **CHANGES IN STATUS:** Change of legal name, citizenship or marital status
- **SUSPICIOUS CONTACTS:** Employees are required to report efforts by an individual to obtain any illegal or unauthorized classified information.
- **FINANCIAL PROBLEMS:** Serious financial difficulties must be reported, including bankruptcy, garnishment of wages, having a lien placed on property or eviction from residence for failure to pay rent.
- **ARRESTS:** If an employee is arrested for any reason, this must be reported regardless of whether the employee was convicted or not. Minor traffic violations are the only exception to this reporting requirement.
- **INVOLVEMENT WITH LEGAL SYSTEM:** Any involvement in legal or court proceedings.
- **ESPIONAGE:** Information concerning existing or threatened espionage, sabotage or subversive activities.
- **LOSS or COMPROMISE:** The loss, compromise or suspected compromise of classified information as well as failure to comply with security rules/NISPOM.
- **ADVERSE INFORMATION:** Information regarding a cleared employee or employee in process for a security clearance which suggests that his/her ability to safeguard classified information may be impaired. (Examples



of adverse information include: excessive use of intoxicants, illegal use of controlled substances, excessive indebtedness or financial difficulties, treatment for mental/emotional disorders, criminal activity.)

- REPRESENTATIVE OF A FOREIGN INTEREST (RFI): Cleared employees who become an RFI or whose status as an RFI changes.
- UNAUTHORIZED RECEIPT: The receipt or discovery of any classified material that the contractor is not authorized to have.
- EMPLOYEES NOT DESIRING TO PERFORM ON CLASSIFIED WORK: Any employee who no longer wishes to be processed for a clearance or to continue an existing clearance.
- FOREIGN TRAVEL: Any travel outside of the United States, for business or pleasure, must be reported to the FSO in advance of the trip. Upon return, any suspicious contacts that may have occurred during travel should be reported. (TS/SCI Clearance holders only)

These examples are not all-inclusive. To report any of these situations, employees should contact IIF's FSO at: Security@iifdata.com. Reporting of adverse information does NOT necessarily mean the termination of a personnel clearance.

Security Violations: The disciplinary action taken for a specific security infraction or violation will be decided upon by the Human Resources Department, Program Manager and the Facility Security Officer.

Computer, Software, Electronic Communications and Internet Use

For the purposes of the following policies, the term "computer equipment" shall be used to describe any or all of the following:

- Desktop Computers
- Laptop Computers
- Printers
- Copiers
- Fax machines
- Other computer peripherals
- Desktop telephones
- Network switches, routers or modems
- Cellular phone or Personal Data Assistants (PDA)
- Electronic access card devices



- Any similar hardware or device

Similarly, the term “computer system(s)” shall be used to describe any or all of the following:

- Computer equipment (as defined above)
- Software
- E-Mail, E-Mail systems, other messaging systems
- Internet
- Computer Files and company data
- User accounts or profiles related to computer equipment and computer systems

At the discretion of management, employees may be assigned or issued computer equipment and software. This computer equipment and software are the sole property of IIF Data Solutions and is to be used for official business purposes only. The employee is required to maintain any computer equipment and software assigned or issued to them in a proper manner. In addition, any software and applicable product keys or licensing owned by IIF Data Solutions is prohibited from being installed or used on any computer equipment that is not also the property of IIF unless specifically approved by the IT department and IIF management.

Employees shall collaborate with the IT Department to help create a safe and secure network environment. Please alert the IT Department or management of any computer activity that may seem unusual or suspicious, including but not limited to questionable software, pop-up windows or notifications, or generally odd computer activity.

Although managed by the IT Department, proper physical and electronic security of all computers systems shall be the collaborative responsibility of all employees at all times. Occasionally, it may be necessary for certain computer systems to be used outside of the IIF corporate offices. During these times, the employee to whom the computer system(s) was assigned shall be responsible for maintaining proper physical and electronic security.

IIF Data Solutions employs several methods of network security and protection (antivirus software, internet content filtering, hardware/software monitoring, etc.) for its computer systems. Employees are not permitted to remove, degrade, modify or otherwise tamper with any of the security/protection measures in any way.

Employees may access the Internet only through an approved firewall. Employees using computer systems within IIF’s corporate offices are required to access the internet only through the IIF corporate network. Uses of computer systems by employees outside of IIF’s corporate offices are required to utilize an application firewall approved by the IT Department. While IIF uses certain computer systems to block access to website deemed inappropriate, employees should be aware that even innocuous search requests may lead to such sites. Employees encountering such a webpage/website shall immediately navigate away from the webpage/website.



E-mail and other messaging systems are provided for IIF business purposes only and shall be used in an effective, professional, ethical and lawful manner. Employees shall ensure that all communications through its computer systems reflect the positive and professional image that IIF strives to present to its customers, clients and public.

Mobile Devices: The use of mobile computing devices such as Personal Data Assistants (PDA), cell phones and mobile broadband cards (or air cards) will adhere to the policies set forth as follows, in addition any applicable policies already stated.

The employee is to practice proper physical and electronic security of any computer files, data or E-mail stored on the mobile device. Any questions as to what constitutes proper physical and electronic security may be directed to the IT department.

When determined to be necessary to perform their duties and as approved by management, employees may be reasonably reimbursed for the use of their personal mobile devices. In cases where it is determined that the usage of mobile devices is not critical to performing the employee's duties, it will be the sole responsibility of the employee to bear any cost of using his/her mobile device. On rare occasions, management may determine that the best course of action will be for the IT department to issue a mobile device to the employee. Devices issued to employees are the property of IIF and are to be maintained accordingly. In the event that employment is terminated, either by the employee or IIF, the employee will be required to return the device to the IT department.

Permissible/Impermissible Use: The following outlines examples of permissible and impermissible use of company computer systems and is intended to be used as a guideline to assist employees in performing their duties while complying with the aforementioned policies.

Permissible use includes but is not limited to:

- Activities that pursuant to the purpose, goals and mission of IIF Data Solutions and to each user's authorized job duties and responsibilities.
- Communications with federal, state or local government personnel, vendors and other private businesses relative to the goals of IIF Data Solutions.
- Activities involving university-association, government-advisory or standards activities.
- Communication for administrative purposes.

Impermissible use includes but is not limited to:

- Unauthorized downloading, installation or use of software, to wallpapers or screensavers.
- Unauthorized use of passwords to attempt to access computer systems, mail accounts or anything to which the employee has limited or restricted access.



- Providing, facilitating or assisting to facilitate any unauthorized individuals access to computer systems.
- Excessive personal time on the internet such as playing games, visiting chat rooms, websites of personal interest or those irrelevant to the employee's duties.
- Any use which violates other IIF Data Solutions' policies, including but not limited to those related to Harassment, Equal Opportunity or Rules of Conduct.
- Any personal use for the purpose of solicitation or distribution in regards to commercial ventures, religious or political causes, or any other outside organizations.
- Any use that intentionally restricts another's use of the internet.
- Posting, viewing, downloading or transmitting information or material that is potentially is unlawful, threatening, abusive, defamatory, vulgar, sexually explicit or otherwise objectionable.
- Unauthorized monitoring of electronic communications or attempts to capture a user ID and password(s), including the use of network sniffers or sniffer software on workstations.
- Knowingly posting or transmitting any messages or software containing viruses, bots, Trojan horses, worms or other malicious software.
- Uploading, posting, publishing, transmitting, reproducing or distributing information, software or other material that is protected by copyright without obtaining permission of the rights holder or any other abuse or fraudulent use of the service.
- Knowingly transmitting or distributing information, software or other technical data to a foreign entity in a foreign country that is controlled by the U.S. Government and requires special authority to export.
- Chain letters, mass mailing or other unauthorized transmissions.
- Use of audio or video streaming via the internet without the approval and permission of the IT department and IIF management.
- Activities such as spamming, flaming, spoofing or any other similar activities.
- Engaging in other practices or activities that are inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of IIF Data Solutions or its employees.

Computer System Monitoring/No Expectation of Privacy: The computer systems assigned or issued to employees are to assist them in performing their assigned duties. All information and communications transmitted by, received from, or stored in the computer systems of IIF are considered company records and the property of IIF Data Solutions. IIF Data Solutions reserves the right to monitor, access, retrieve and delete and matter created, received or stored in its computer systems. IIF Data Solutions may rightfully monitor computer use on an individual or company-wide basis to ensure compliance with legal requirements and compliance with IIF policies, as determined to be necessary.



The use of passwords or other security measures does not in any way diminish the right of IIF Data Solutions to access materials on its systems, nor should employees have an exception of privacy because of the use of passwords or other security devices.

Employees shall report any instances of suspected improper use of any computer system to their immediate supervisor, the IT Department or IIF management. Any violation of the aforementioned policies may result in disciplinary action, including but not limited to verbal or written reprimand, suspension or termination of employment. Moreover, violations of these policies set forth that are deemed to be extreme or negligent may subject the employee to civil and/or criminal liability. By signing the Employee Handbook Acknowledgement form at the back of this handbook, the employee acknowledges that he/she has read and fully understands these policies and the employee's related responsibilities.

Reference Checks

All inquiries, written or verbal, without exception, regarding a current or former IIF Data Solutions employee must be referred to the Human Resources Department. Under no circumstances should any IIF Data Solutions employee release any information or issue any reference letters regarding any current or former employee of IIF Data Solutions.

In response to an outside request for information regarding a current or former IIF Data Solutions employee, the Human Resources Department will only verify an employee's name, dates of employment, job title and department. No other data or information regarding any current or former IIF Data Solutions employee, or his/her employment with IIF Data Solutions will be furnished unless the employee authorizes IIF Data Solutions to furnish this information in writing.

Flexible Work Schedules

With direct supervisory pre-approval, IIF Data Solutions considers flexible work schedules to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. These arrangements can include a wide range of alternatives including telecommuting and condensed work schedules. These arrangements will be reviewed on a case-by-case basis with job requirements and client approval being major factors in the decision.



LEAVING IIF DATA SOLUTIONS

Termination of Employment

Voluntary Resignation: When an employee decides to leave for any reason, his/her supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. IIF Data Solutions often finds during this conversation that another alternative may be better.

If, however, after full consideration the employee decides to leave, the employee must provide IIF Data Solutions with a written two-week advance notice period (vacation days may not be included in the two-week notice period). If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's two-weeks notice, the employee will not be paid for the remainder of that period.

Involuntary Terminations: Every employee of IIF Data Solutions has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in IIF Data Solutions' employ. IIF Data Solutions may, at its discretion, make the decision to terminate an employee's employment for any reason or no reason. Reasons for an involuntary termination may include, but are not limited to, misconduct, performance-related issues, job abandonment, contract funding issues or termination, client request to end a contracted position, or in connection with a reduction-in-force due to business or economic reasons. This list is intended to be representative of the types of activities that may result in dismissal. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and IIF Data Solutions.

Post Resignation/Termination Procedures

Exit Interview: The Human Resources Department is responsible for scheduling an exit interview, either in person or via the telephone, with a terminating employee on or before their last day of employment. The following will be reviewed during the exit interview:

Return of Company Property: (including but not limited to):

- Work-Site Badge(s)
- Keys
- Company-issued credit cards
- Any additional Company-owned or issued property

401(k) Retirement Plan: In order to receive a disbursement of any amounts due from the Retirement Plan, the employee is required to complete and sign a distribution form and submit it to the Human Resources Department. Specific information will be provided at the exit interview.



Vacation: All accrued, unused vacation will be paid upon termination or resignation on the final paycheck. Unused sick leave is not paid out at the time of termination.

Benefits: Health Benefits (medical, dental, and vision) end on the last day of the month in which your last day of employment falls. An employee, unless dismissed for gross misconduct, has the option to continue Medical Benefits in accordance with The Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. Short-Term Disability, Long-Term Disability, Life and Accidental Death and Dismemberment insurance will end on the last day of employment.

Final Paycheck: Normally, the final paycheck will be direct deposited during the next normal pay period, unless state law dictates otherwise. If there are unpaid obligations to IIF Data Solutions, the final paycheck will reflect the appropriate deductions.



RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of IIF Data Solutions' Employee Handbook. I have read it thoroughly and fully understand the policies, rules, and regulations stated within. I agree to abide by these policies, rules and regulations during the period of my employment with IIF Data Solutions. I agree that if there is any policy or provision in the Handbook that I do not fully understand, I will seek clarification from the Human Resources Department.

I understand that IIF Data Solutions is an "at will" employer and as such employment with IIF Data Solutions is not for a fixed term or definite period. I further understand that my employment may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of IIF Data Solutions has the authority to enter into any employment agreement.

In addition, I understand that this Handbook states IIF Data Solutions' policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a contract with IIF Data Solutions for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without notice.

I understand that this handbook and the information in it should be treated as confidential company information. No portion of this handbook should be disclosed to others, except IIF Data Solutions employees and others affiliated with IIF Data Solutions whose knowledge of the information is required in the normal course of business.

Finally, I understand that some of the subjects described here are covered in detail in other official policy documents, and that I should refer to these documents for specific information, since this handbook only briefly summarizes those benefits.

Please sign and date this receipt and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____