



Ishpi Information Technologies, Inc.

**Employee Handbook
2018**



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ACKNOWLEDGEMENT PAGE

I acknowledge that I have received a copy of the Ishpi Information Technologies, Inc. (*ISHPI*) Employee Handbook. I understand that it is my responsibility to review the Handbook and to familiarize myself with the policies and procedures contained in the Handbook. The information in this Handbook is subject to change. I understand that changes in policies and procedures may supersede, modify or eliminate the information summarized in this Handbook. As *ISHPI* provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that the Handbook is not a contract of employment and that I am employed at-will and either I or *ISHPI* may terminate my employment at any time, with or without cause, and with or without notice.

Signature of Employee

Date

Printed Name of Employee

***Please note that if you review this handbook via the TriNet employee self-service portal, and sign with an electronic signature, you are not required to sign/return this Acknowledgement Page.**



INTRODUCTION TO *ISHPI*

ABOUT *ISHPI*

ISHPI works in concert with other defenders of the Homeland to fortify national preparedness, agility, strength and advantage in the cyber domain—a readiness state we refer to as an holistic CyberStance™. Using our integrated Holistic service solutions fortified with CyberSmithed™ and ActiveDefense™ software developed using our proprietary CMMI® Maturity Level 5 Agile High Velocity DevelopmentSM process, we weave the armor and forge the weapons that enable our clients to maintain a dominating holistic CyberStance™—always ready to Anticipate, Defend, Exploit and Attack in the cyber domain. Our Information Operations, Advanced Information Services, C5ISR Engineering & Technical Services, and Training & Consulting business units work in unison to provide experienced people, proven processes, technology, advice and leadership to enable full spectrum cyber capability.

ISHPI was born a cyber-services company supporting U.S. Armed Forces personnel and other direct defenders of the homeland with a heavy focus on emerging asymmetric Information Operations. Over the years, our focus on cyber related services has held steady while our client base and functional capabilities expanded exponentially to envelop essentially all cyber impacted components of modern warfare. Philosophically, our approach to cyber surety has evolved to become holistic in nature, based on a firm conviction that cyber activities are never truly secure unless every layer of the OSI model and every human input associated with the activity (directly or indirectly) is holistically engineered and integrated for cyber security. In the last 5 years, we have expanded our services to address virtually every aspect of our philosophical approach, providing support services in: Counterterrorism, Red Teaming & Wargaming, Information Assurance, Cybersecurity, Cyberwarfare, Intelligence & Counterintelligence Support Services, Systems Life-Cycle Design Engineering, Logistics Engineering, Network Engineering, Acquisition Support, System Engineering & Integration, TEMPEST/COMSEC, and Electronic Warfare (ISR).

In 2014, *ISHPI* acquired Advanced Information Services, Inc. (AIS), a globally recognized leader in software development quality and the winner of the 2013 Government Information Security Leadership Award (GISLA) for secure software life-cycle practices and the IEEE Computer Society Software Process Achievement Award. The acquisition added cyber-secure software development using a proprietary CMMI Maturity Level 5 *Agile High Velocity Development*SM process to *ISHPI*'s holistic *CyberStance* Strategy. The addition of this extremely talented, accomplished, award winning team of cyber-secure software pioneers added a capstone element to *ISHPI*'s holistic *CyberStance*TM Strategy. AIS now serves clients as the Advanced Information Services (AIS) division of *ISHPI*, providing *CyberSmithed*TM, *ActiveDefense*TM software that continues to define and enable new mission-ready capabilities for our customers, our nation and the defenders of our homeland.

ISHPI - pronounced (ish-pee), in the Anishinaabe or Chippewa language, means to move forward, to advance, advanced, high, or above.



M I S S I O N S T A T E M E N T

ISHPI's mission is to deliver the highest quality technology solutions and services to our clients utilizing our highly talented professionals, technical excellence, and effective management through ethical practices.

GUIDING PRINCIPLES

Below are *ISHPI*'s guiding principles. These beliefs and ideals are embedded throughout our company and its culture.

Integrity

We are honest in our dealings with clients, business partners, and fellow co-workers keeping their best interests in mind. We hold ourselves accountable to the highest levels of ethical and honorable actions and interactions.

Excellence

We strive to achieve success at the highest level of personal, professional, and technical excellence. We serve our clients with excellence as our minimum standard while providing our solutions and services.

Devotion

We are devoted to personal and professional development and well-being of our employees and their families. Our professionals learn the benefits of teamwork, personal and professional responsibility, the setting of high standards, and the reward of achievement.

AT - WILL EMPLOYMENT STATEMENT

All employment with *ISHPI* is “at will”. Employees may leave employment at any time with or without a reason. Likewise, *ISHPI* reserves the right to terminate any employee at any time, without prior notice, with or without cause. Neither *ISHPI*, any of its managers, nor any other employee can promise a specific duration of employment. *ISHPI* recognizes that circumstances may change over time; therefore, any condition of employment may be amended at any time to accommodate such changes. As a result, employees may no longer fulfill the operational needs of *ISHPI* or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations. Our employment relationship is based on the mutual consent of each party and either you or *ISHPI* may terminate the relationship at any time.

The policies and procedures in this Employee Handbook are only a general guide to *ISHPI*'s personnel policies, benefits, and procedures. The Employee Handbook is not a binding contract and does not confer contractual rights, either expressed or implied, upon any employee, nor does it guarantee employment for any period of time. *ISHPI* regularly reviews its policies, benefits, and procedures and may revise them at its sole discretion.

EEO AND AFFIRMATIVE ACTION

ISHPI is committed to developing and implementing a program of nondiscrimination and affirmative action. *ISHPI* subscribes to the principles of an equal opportunity employer and shall recruit, interview, hire, classify, train, promote, demote, discipline, transfer, terminate, and set rates of pay or other compensation on the basis of merit and qualification without regard to race, color, age, sex, religion, national origin, marital status, sexual orientation, gender identity, physical disability, or veteran status. *ISHPI* will do whatever is necessary, consistent with its contract requirements and Executive Order 11246 (EEO and Affirmative Action Guidelines for Federal Contractors Regarding Race, Color, Gender, Religion, and National Origin) to effectively implement the policies of affirmative action and equal employment within the Company's employment and personnel practices.

ISHPI also subscribes to an equal employment practice for qualified individuals with disabilities who can perform the essential job functions with or without reasonable accommodation. Employees who need a reasonable accommodation should inform their supervisor and/or a member of Human Resources of their condition as soon as possible. All medical information received by management and/or the Human Resources Department will remain personal and confidential.

All *ISHPI* employees are responsible for implementing the Company's equal employment opportunity policy and affirmative action policy in their daily actions, conduct, and decisions. Managers and supervisors will continually monitor the workplace to ensure an environment free of unlawful discrimination, hostility, intimidation, reprisal, or harassment. Any violations of this policy by an employee must be reported immediately to management. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Each individual is expected to abide by the letter, intent, and spirit of the equal opportunity and affirmative action laws and policies. Achievement of this objective will enhance *ISHPI*'s ability to accomplish its mission.

Pay Transparency Policy Statement

ISHPI will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by *ISHPI*, or (c) consistent with the our legal duty to furnish information.

Executive Order 13665 (Non-Retaliation for Disclosure of Compensation Information) was designed to open up the lines of communication between employees and applicants about compensation and benefits with the goal of reducing the wage gap for women and minorities and supporting equal pay for equal work. These pay transparency rules will be enforced by the Office of Federal Contract Compliance Programs (OFCCP).

H A R A S S M E N T

ISHPI is committed to providing a work environment for its employees, customers, contract employees, and suppliers free from sexual harassment, as well as harassment or intimidation on the basis of race, color, age, sex, religion, national origin, marital status, sexual orientation, gender identity, physical disability, or veteran status.

Such harassment whether verbal, physical, or visual (including electronic transmissions) is prohibited in the workplace. Prohibited conduct includes, but is not limited to, insulting or offensive comments, slurs, and other verbal, visual, or physical conduct relating to an individual's protected status. Additionally, behavior that could be considered sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually-oriented jokes or remarks, physical contact, and displaying or disseminating sexually-oriented material. Conduct need not be intended to harass in order to result in harassment. It need only be unwelcome and offensive to the recipient or others. The workplace for purposes of this policy includes *ISHPI* premises (e.g., all work locations controlled by *ISHPI*, a customer, supplier, or subcontractor) or any location where work-related activities are being conducted, and travel to or from any of these locations.

Any violations of this policy by an employee must be reported immediately to management. All complaints of harassment will be promptly and thoroughly investigated. In order to conduct a timely and thorough investigation, *ISHPI* requires the full cooperation of the individual bringing forward the concern. Anyone found to be engaging in any type of harassment will be subject to disciplinary action, up to and including termination of employment.

DRUG - FREE WORKPLACE

It is *ISHPI*'s practice to promote a drug-free workplace, as well as a drug-free workforce. To that end, employees are prohibited from possessing, using, distributing, manufacturing, purchasing, dispensing, or selling illegal drugs at the workplace. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, interns, and applicants. Employees must, as a condition of employment, adhere to *ISHPI*'s Drug-Free Workplace Policy. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for *ISHPI*. Therefore, this policy applies during all working hours, whenever conducting business or representing *ISHPI*, while on organization properties, customer worksites, and at company-sponsored events.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify *ISHPI* of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction. *ISHPI* will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate. In the case of employees holding an active security clearance, illegal use of drugs or drug abuse must be reported as adverse information to the agency issuing the clearance.

All information received by *ISHPI* through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

To help ensure a safe, drug-free workplace, the Company has the right to inspect an employee's workspace while on duty or on Company property, including inspection of desks, lockers, and/or personal property, to the extent permitted by applicable law. The Company also has the right to investigate any possible violations of this policy. If an employee refuses to cooperate with an investigation of this nature (which may include medical testing for alcohol or drug use), withholding consent or failing to cooperate with any of these measures could subject the employee to disciplinary procedures, up to and including termination of employment.

SECURITY POLICY

ISHPI will maintain sound security programs in accordance with the *National Industrial Security Operating Manual* (NISPOM). An *ISHPI* employee who is found to be in violation of any security regulation as outlined below or as stated in the NISPOM will be subject to disciplinary action, up to and including termination.

Each employee of *ISHPI* who has been issued a Department of Defense or Intelligence Community security clearance is responsible for exercising care and vigilance in the handling of classified information and material. Cleared employees will receive an initial security briefing prior to being granted access to classified information. Additionally, all cleared employees receive security education and training at least annually. These briefings address personnel security awareness, an overview of the security classification system, employee reporting obligations and requirements, and any other information deemed pertinent.

ISHPI employees shall be responsible for safeguarding classified information in their custody or under their control. Classified material marked CONFIDENTIAL, SECRET, or TOP SECRET must either be in the possession of an employee with the appropriate clearance or in classified storage at all times. Any employee who finds classified material that is not in the custody of a cleared employee or properly stowed in an approved classified storage container should immediately report this discovery to the *ISHPI* Security Officer. Any employee who finds classified material being processed on a computer or other office machine such as a photocopier or fax not designated for classified information processing should immediately notify the Security Officer. Classified material marked CONFIDENTIAL, SECRET, or TOP SECRET must either be in the possession of an employee with the appropriate clearance or in classified storage at all times. Employees are not to take classified material home with them. Classified material is to remain in an approved storage facility or in the custody of a designated classified courier in transit to another approved storage facility at all times.

ISHPI shall review their security system on a continuing basis and shall also conduct a formal self-inspection at intervals consistent with risk management principles. The Defense Security Service conducts inspections and audits of safeguarding procedures employed by *ISHPI* to ensure the Company adequately protects classified information and is compliant with all security requirements. Employees shall cooperate with inspectors during these inspections and audits.

ISHPI's proprietary information and that of its clients, contractors, and business associates must be handled and disseminated carefully. Employees should maintain confidentiality with respect to all proprietary information with which they come into contact during the course of their employment. That obligation endures throughout the period of their employment and after their employment with *ISHPI* ceases.

Proprietary information is operational, competitive, financial, technical, and personnel information that is the property of *ISHPI* or its clients, contractors, and business associates, such as financial statements and reports, personnel records, salaries of individual personnel, marketing information, or any other information that, if improperly disclosed, could adversely affect *ISHPI*, its employees, clients, contractors, and business associates.

Any employee who becomes aware of the mishandling of proprietary information should contact the Security Officer or their supervisor immediately. Employees who fail to take reasonable precautions to protect *ISHPI*'s proprietary information or who knowingly make unauthorized disclosures of such information will be subject to disciplinary action, up to and including termination.

EMPLOYMENT

PERSONNEL FILES

ISHPI maintains a personnel file on each employee. Personnel records are the property of *ISHPI* and will be treated the same as any other confidential company information. Employee personnel records will include the original employment application, I-9 Form, Performance Reviews, any disciplinary problems and action taken, special commendations, educational achievements, status changes affecting employee's work and salary history, resume, and any other relevant documents as determined by management. The personnel file will be maintained on an employee throughout their length of employment at *ISHPI* and will be retained for a minimum of five (5) years after an employee has terminated.

All information in employee personnel files is considered confidential. This information should only be available to the Human Resources Department, senior management personnel, supervisors or managers who are responsible for the employee, and the employee. The supervisor of the department to which an employee may be transferred will be allowed to review the employee's file with the approval by a Human Resources representative and the employee's immediate supervisor.

Employees may request to review their personnel record. The Human Resources representative has the responsibility of coordinating the request and must be present while the employee reviews their personnel file. The employee may take notes, but may not remove, photocopy, deface, or otherwise make notations on the documents in their personnel file unless authorized.

Employees are asked to help keep the Company informed about any major change which may affect their employment status. Important changes to report include:

- Name
- Address
- Home telephone number
- Marital status
- Number of dependents
- Any important health information
- Emergency telephone numbers and whom to notify in case of emergency
- Change of beneficiary
- Authorized payroll deductions
- Additional education and special training courses

In response to information requests from other outside parties, *ISHPI* will verify only the employment status, position title, dates of employment, and salary rate. *ISHPI* does not provide any other information unless and until a written request is received from current or former employees that additional information be disclosed.



NON-EXEMPT AND EXEMPT EMPLOYEES

Non-exempt employees are eligible for overtime pay of one-and-one-half (1½) times their regular rate of pay for hours worked in excess of 40 hours per workweek. Prior permission from an employee's *ISHPI* supervisor is required before recording overtime hours.

Exempt employees are generally not eligible for overtime pay except in rare, pre-approved circumstances as directed by *ISHPI*'s Government clients. Exempt employees generally hold executive, administrative, professional, and outside sales positions as defined by the Fair Labor Standards Act (FLSA).

LOSS OF COVERAGE POLICY

All employment with *ISHPI* is “at will”. Neither *ISHPI*, any of its managers, nor any other employee can promise a specific duration of employment. *ISHPI* recognizes that circumstances may change over time; therefore, any condition of employment may be amended at any time to accommodate such changes. As a result, employees may no longer fulfill the operational needs of *ISHPI* or our clients, which may result in involuntary terminations. In certain cases of loss of coverage, such as contract non-renewal or client-directed position changes, *ISHPI* will make every effort to provide written notice to affected employees as soon as is feasible in advance of such an event. The notice will include the effective date of coverage loss. When appropriate, *ISHPI* will utilize all resources to locate suitable placement on an alternate contract, but cannot guarantee that a suitable position will be available at the time of coverage loss.

EMPLOYMENT OF RELATIVES

ISHPI will permit the employment of relatives under specific restricted conditions (as defined below) as long as there is no direct supervisory/subordinate relationship between such individuals.

A relative is defined as spouse, children, parents, siblings, stepparents, stepchildren, grandparents, grandchildren, mother/father-in-law, and sisters/brothers-in-law.

Restrictions for related employees working for *ISHPI* are as follows:

1. Related employees are not to be placed or permitted to remain in positions where a conflict of interest exists due to working relationships or work performed.
2. Related employees are prohibited from direct line reporting relationships; no related employees may be in the same chain of command.
3. Employees are prohibited from performing any interview approval, review or recommendation for actions including those listed below, when such actions involve a related employee.
 - Employment
 - Job placement
 - Career advancement
 - Compensation or salary
 - Termination of employment
 - Business expenditures or commitments
 - Timecards
 - Other personnel actions

Any exceptions to this policy must be approved in writing by *ISHPI* Executive Management.

PAYROLL

PAY PERIOD

ISHPI's labor reporting period is a period of time consisting of 14 days, starting on a Saturday and ending on a Friday.

All employees are paid on a bi-weekly basis as noted in the *ISHPI* Payroll Schedule issued upon hire for new employees and annually thereafter. For paydays falling on an *ISHPI*-recognized holiday, employees will be paid the prior business day.

ISHPI offers direct deposit of paychecks for most employees. Direct deposits are posted to employees' bank accounts on payday. When *ISHPI* makes a direct deposit, an itemized statement of earnings will be made available to the employee on the pay date.

PAYROLL DEDUCTIONS

All payroll deductions will be itemized on a statement of earnings that can be found on the TriNet employee self-service portal. *ISHPI* is required by law to make certain deductions from your paycheck each time one is prepared. These deductions include federal, state, and local income taxes and your contributions to Social Security. These deductions are normally taken on a pre-tax basis. The amount of deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. If you fail to submit a W-4 form, *ISHPI* will claim you as single with no allowances which results in the highest possible amounts being deducted from your paycheck. Additionally, there may be deductions from your paycheck for contributions to benefits including the Company's 401(k) Plan, voluntary insurance plans, and Flexible Spending Accounts, should you choose to enroll and participate. Any questions regarding payroll deductions should be directed to the Human Resources Department.

W A G E G A R N I S H M E N T

ISHPI is required by law to honor garnishments of employee wages, including child support, as a court or other legal judgment may instruct. These court-ordered documents grant legal permission to collect part of an employee's pay directly from the Company. You will be notified of any ordered garnishments.

TIMESHEET COMPLETION AND SUBMISSION PROCEDURES

Accurate time reporting is critical to *ISHPI* and its employees. It is the **DAILY** requirement of all *ISHPI* employees and managers to accurately account for and document the time for which they are to be compensated. Adherence to timekeeping procedures ensures effective and consistent controls throughout the timekeeping process.

Your timesheet is the **official document** used for job cost accounting, billing, payroll, and related personnel information. As an official document signed (actual or digital) by the employee and supervisor, the time sheet is subject to review by outside accountants, the Defense Contract Audit Agency (DCAA), and other agencies. Discrepancies not only cost the Company money, but can also place *ISHPI* at risk of prohibition from offering our services to the Federal Government.

ISHPI prepares billings on Government contracts from these time records, and inaccurate time reporting on such records may result in Government allegations of “cost mischarging” against both the employee who engages in such practices and *ISHPI*. Civil and/or criminal penalties could be imposed against either or both. Firm disciplinary action may also be taken against employees and management for violations of this policy. Any case of suspected mischarging must be reported immediately. Employees who fail to follow these guidelines will be subject to disciplinary action, up to and including termination of employment and possible federal penalties.

ISHPI utilizes Nexonia, an employee timesheet/timekeeping system that is accessed through the web using any common Internet browser. Each employee and their supervisor are directly responsible for assuring that every timesheet is accurately completed in full compliance with the following instructions.

Each employee is personally responsible for completing their own timesheet. Managers or supervisors may complete an employee’s timesheet only in the special circumstances of an employee absence as described in the *ISHPI* Time Recording Policy.

Refer to the *ISHPI* Time Recording Policy and Nexonia User Reference Guides for additional information regarding your responsibilities in completing your timesheet.

OVERTIME

Most *ISHPI* employees are considered “exempt” employees in accordance with the Fair Labor Standards Act (FLSA) and thus exempt from payment of an enhanced rate of pay for each hour over forty (40) in a work week except in rare, pre-approved circumstances as directed by *ISHPI*'s Government clients.

Additionally, in accordance with FAR 37.115.2, *ISHPI* does not allow any uncompensated overtime in indirect cost pools for personnel whose regular hours are normally charged direct.

Any non-exempt employees will record all hours worked on authorized firm work activities and will be paid for these hours worked in accordance with applicable wage and hour laws. However, before performing any work in excess of 40 hours per week, prior authorization must be obtained from *ISHPI* management.

ATTENDANCE AND LEAVE

PAID TIME OFF

Paid Time Off (PTO) is provided for the purpose of rest, relaxation and a planned interruption from the workplace or to attend to personal affairs without the loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term illnesses, personal business, family care, Government or client closure which does not coincide with *ISHPI*-recognized holidays, and other needs which may require time off from work. Every new full-time employee accrues 4.62 hours of PTO per bi-weekly pay period, up to 15 days per calendar year. Once an employee has completed 3 years of employment, 20 days of PTO per calendar year (6.15 hours accrued per bi-weekly pay period) will be granted.

PTO starts to accrue beginning with an employee's first day of employment, and hours accrue proportionate to the regularly scheduled number of hours in an employee's normal pay period.

Depending on tenure with the Company, each employee's PTO balance is limited to a maximum of 120 hours (for employees currently earning 15 days of PTO), or 160 hours (for employees currently earning 20 days of PTO), unless individual state laws stipulate otherwise. Once the employee's PTO balance reaches the maximum permitted, no additional time will be accrued. The bi-weekly accrual will resume when PTO is used, and accrued hours fall below the maximum accrual balance. The entirety of an employee's PTO balance will be carried over to the next calendar year.

PTO must be approved in advance by the employee's *ISHPI* supervisor. The approval will be based on the requirements of the operating unit. Unauthorized use of PTO may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees must enter PTO for any hours not worked during a standard workday. Once the PTO balance is exhausted, the employee must stop charging this code. Negative PTO balances are not permitted. The employee will not be compensated for hours that are not worked and not attributable to a PTO charge code, unless otherwise required by State or Federal law.

Full-time exempt employees may take PTO for any hours that are missed for a partial or full workday due to either sickness, disability, or personal reasons. Once the PTO balance is exhausted, the employee must stop charging this code. Negative PTO balances are not permitted. Any missed hours may also be made up during the labor reporting period in which the missed hours occurred. Full-time exempt employees must account for the full number of hours available in the labor reporting period.

Part time exempt employees do not accrue PTO.

Employees who terminate will be paid for the accrued balance of their unused PTO in a lump sum and may not be used to extend their period of employment.

**Those employees covered by the Service Contract Act (SCA) should refer to the SCA Benefits Overview for further information. This can be obtained from Human Resources or the employee's supervisor.*

HOLIDAY LEAVE

ISHPI will grant holiday time off to all regular full-time employees on the ten (10) holidays as listed below:

New Year's Day	Labor Day
Martin Luther King, Jr., Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Holidays falling on Saturday will usually be observed on Friday; those falling on Sunday will usually be observed on Monday. If a holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the PTO benefit that would otherwise have applied.

If an exempt employee is required by management to work on a direct or indirect labor project on a holiday, the employee should arrange with management an alternate date within thirty (30) days of the actual holiday for taking the holiday. The employee should record hours to the holiday project number when they actually take the holiday.

If eligible non-exempt employees work on a holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Employees on leave of absence the workdays immediately prior to and following an observed holiday are not eligible for holiday pay and must charge their time toward the LWOP (Leave Without Pay) charge code on their timesheet.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

B E R E A V E M E N T L E A V E

When a death occurs in the immediate family of a regular full-time employee, he/she may be provided with up to three (3) days of paid bereavement leave. Employees should promptly notify their *ISHPI* supervisor when they require bereavement leave. With supervisory approval, any available PTO may be used to extend the bereavement leave period.

ISHPI defines “immediate family” as the employee’s spouse and the employee or their spouse’s parent, child, sister, brother, grandparent, and grandchild.

Employees requesting bereavement leave must furnish an obituary, funeral program, or other sufficient documentation to their *ISHPI* supervisor as soon as feasible, but no more than three days following return from leave. Failure to provide the required documentation will result in the employee's PTO to be used in lieu of bereavement leave.

Bereavement leave must be taken within 90 days of the loss.

Employees must complete a minimum of six months of employment with *ISHPI* prior to becoming eligible for paid bereavement leave.

PARENTAL LEAVE

ISHPI recognizes the importance of providing an opportunity for its employees to balance the family responsibilities with those of the workplace.

Three (3) days of paid parental leave will be granted to regular full-time employees who become parents or guardians as the results of the single birth or multiple births of their child/children or who become guardians as the result of the adoption of a child/children. The 3 working days may be taken consecutively or intermittently, but the leave must be complete within 30 days of the birth or adoption.

Employees who become guardians as part of an adoption process prior to completion of adoption formalities may be required to provide documentation verifying the status of the adoption. Employees who serve as legal guardians, but who are not in the process of adopting a child, are not covered by this policy.

Requests for parental leave or any questions concerning the parental leave program should be directed to the Human Resources Department. Business requirements should be taken into account when scheduling parental leave.

Employees must complete a minimum of six months of employment with *ISHPI* prior to becoming eligible for paid parental leave.

JURY DUTY

Regular full-time employees who are called for jury duty during their regularly scheduled work hours will be granted up to five (5) days of paid leave per calendar year. If the term of duty exceeds 5 days, the employee may utilize accrued paid time off before being placed on leave without pay status. Employees volunteering for jury duty will not be granted paid leave.

An employee called to serve the court must provide their supervisor with a copy of the court's notification at least one (1) week prior to the date he/she is to report to duty. Employees on leave for jury duty are expected to report to work whenever their presence is not required by the court during their scheduled work hours. Employees must also submit court-issued attendance records to their supervisor at the conclusion of the term of duty.

Employees must complete a minimum of six months of employment with *ISHPI* prior to becoming eligible for paid jury duty leave.

MILITARY LEAVE

All full-time employees who are members of the armed forces (Army, Navy, Air Force, Marines and Coast Guard) including the Reserves, the Army and Air National Guards, and any other person designed by the President are given protection by USERRA (Uniformed Services Employment and Reemployment Rights Act). Every attempt will be made by *ISHPI* to ensure the employee has a position with the Company upon returning from extended military leave.

Employees are eligible to take military leave with pay for up to ten (10) workdays each fiscal year. Employees requiring more than ten (10) workdays for military training or to attend weekend drills shall be granted the time off for their military duty. There is no minimum service requirement with the Company in order to be eligible for paid military leave. At the employee's option, these absences may be charged to the employee's PTO balances or leave without pay.

When an employee receives an official order, a copy of this order must be provided to management so arrangements for coverage during the absence can be made. Notice should be given before beginning training. In cases of emergency call-up, employees shall notify their supervisor of the call-up for duty as soon as possible.

Military leave without pay (or benefits) will be granted for those called up for active duty in the Armed Forces of the United States. Although active duty military service carries health benefits, known as Tricare/CHAMPUS, some employees may wish to maintain their coverage to provide a higher level of benefits to dependents. Health benefits may be continued for service members and their families during military service for up to 18 months. NOTE: Reservists are not covered by Tricare/CHAMPUS unless they are on active duty for at least 30 days.

Eligible employees also maintain their retirement benefits. No break in service is incurred. Vesting shall continue on a regular basis.

LEAVE OF ABSENCE

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave, used either consecutively or intermittently, within a 12-month period for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Per FMLA, an employee must complete 12 months of service with *ISHPI* before becoming eligible for coverage.

Any request for a leave of absence must be made in writing at least 10 days prior to the commencement of the leave period, or as soon as practical, and must be approved in advance by management.

Employees on leave of absence will be required to use all accrued paid time off while on leave before going unpaid. Under FMLA, *ISHPI* will continue health insurance and other benefits to eligible employees on leave for up to 12 workweeks a year. Employees will still be responsible for paying their employee contributions for any elected benefits during periods of leave. If an employee fails to pay his/her employee contribution for benefits within 30 days from the established due date communicated to the employee, the employee's health care coverage, including dependent coverage, will be terminated. Benefits that accrue according to length of service, such as paid time off and holidays, do not accrue during periods of leave. Questions regarding eligibility for coverage under FMLA should be directed to Human Resources.

Employees on an authorized personal leave of absence may not perform work for any other employer that is considered by *ISHPI* to be an actual or potential conflict of interest.

Employees on leave of absence the workdays immediately prior to and following an observed holiday are ineligible for holiday pay and must charge their time toward the LWOP (Leave Without Pay) charge code on their timesheet.

If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with *ISHPI*.

Leave of absence requests not meeting the conditions of FMLA must be approved in writing by *ISHPI* Executive Management and, if approved, employees will be subject to full financial responsibility of benefits continuation while on leave.

Due to lack of work, *ISHPI* may require an employee to take an unpaid leave of absence. The length of a company-initiated leave of absence may vary.

OFFICE CLOSINGS

In cases of inclement weather, it is the employee's personal decision whether or not it is safe to travel to work. If the employee decides it is not safe, he or she must notify his or her *ISHPI* supervisor and work at home, if feasible, or take leave, utilizing PTO.

If an employee's worksite is non-operational due to Government or client closure which does not coincide with *ISHPI*-recognized holidays, unless granted permission to work from home, an employee must record their hours as PTO.

In an emergency situation in which an employee's office building is declared unsafe or if local authorities request that it be closed, employees may be authorized to work at home or at another location by their supervisor. In this case, if so authorized, employees should record time in accordance with the time recording policy. Employees affected by the closing who are unable to work should record their hours as PTO.

BENEFITS

MEDICAL / DENTAL / VISION INSURANCE

ISHPI will pay a portion of the cost of coverage for medical, dental, and vision benefits for full-time employees and their covered dependents (if enrolled) for medically necessary treatment and professional services.

All active employees become eligible for participation in the medical, dental, and vision insurance plans effective their date of hire.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

ISHPI provides Group Life and Accidental Death and Dismemberment Insurance at no cost to the employee. All active full-time employees become eligible for participation on their date of hire. In the event of death or dismemberment of the employee, the maximum benefit paid to the beneficiary (ies) is 1x their annual salary.

Additionally, ISHPI offers Voluntary Term Life Insurance for purchase for active full-time and part-time employees and their eligible dependents.

SHORT AND LONG-TERM DISABILITY INSURANCE

ISHPI provides short and long-term disability insurance at no cost to the employee. All active full-time employees become eligible for participation on their date of hire.

Short-term disability insurance provides a benefit of 50% of weekly base salary (up to a maximum weekly benefit of \$2,308.00), for qualifying disabilities, for up to a maximum benefit of 180 days.

Long-term disability insurance provides a benefit of 50% of monthly base salary (up to a maximum monthly benefit of \$12,500.00) for qualifying disabilities. A waiting period of 180 days will apply.

Coverage extends through retirement age based on the 1983 Amended Social Security Normal Retirement Age. If the claim is submitted after age 62, a maximum benefit duration schedule is utilized based on age when the period of disability starts. Please contact Human Resources for details.

****Those employees covered by the Service Contract Act (SCA) should refer to the SCA Benefits Overview for further information. This can be obtained from Human Resources or the employee's supervisor.***

E D U C A T I O N A L A S S I S T A N C E P R O G R A M

ISHPI encourages all employees to further develop and improve themselves through formal and continuing education. *ISHPI* feels employee development is advantageous to both the Company and the employee. *ISHPI* will reimburse eligible employees up to \$3,000 per calendar year for pre-approved, degree-based, educational programs or professional certifications. In order to be reimbursed for any course, a minimum grade of “B” must be obtained in all letter-graded courses and a mark of “Pass” must be obtained in all pass or fail courses. Additionally, in the case of a certification, a valid certificate of completion must be obtained. However, please note that the benefits of this program are not guaranteed and may be discontinued or modified at the sole discretion of *ISHPI*. All educational and training assistance will be based on the availability of annual funds budgeted for this program when the request is made. Employees must complete a minimum of six months of employment with *ISHPI* prior to becoming eligible for this benefit.

If currently enrolled in an education program or when planning any continuing education, employees should submit an education plan to their *ISHPI* supervisor which outlines the necessary courses needed to complete the program. This should be done as soon as practical and updated as necessary for company planning purposes.

To obtain financial assistance from *ISHPI*, employees must first submit an Educational Assistance Request Form at least ten (10) days prior to the desired starting time of the program, or certification exam date, to their supervisor. Final approval for all educational assistance and possible reimbursement will be made by corporate officers. After the successful completion of the course or attainment of the certification, the employee must provide the approved Educational Assistance Request Form, any copies of paid receipts, and grade reports/proof of passed certification to their supervisor in order to be reimbursed.

An employee who terminates employment with *ISHPI* for any reason, to include loss of coverage, will be responsible for reimbursing the Company any tuition, training, seminar expenses, etc., paid by *ISHPI* on their behalf during the previous twelve (12) months.

Any special cases or situations not listed above will be handled at the discretion of *ISHPI* management.

401(K) SAFE HARBOR PLAN

Full-time and part-time employees are eligible to enroll in *ISHPI*'s 401(k) Safe Harbor Plan (the Plan) once they have both reached the age of 18 and fulfilled a three-month service requirement. Once eligible, entry dates into the plan are monthly on the first of each month. Employees may make contributions to the Plan via salary deferrals of up to 100% of their annual salary not to exceed the maximum IRS defined allowable limit per year. *ISHPI* will make a matching contribution of 100% of the employee's elective contributions on the first 3% of their compensation plus an additional 50% of contributions up to 5% of their compensation. Employees are always 100% vested in both salary deferrals and employer match funds. The Plan also features a profit sharing component in which *ISHPI* may make an annual discretionary contribution to the accounts of eligible employees. Participants are 100% vested in any profit sharing contributions after three or more years of service.

EDUCATION AND CERTIFICATION ATTAINMENT BONUSES

Employees are applauded for their efforts to pursue continued education and training. Therefore, attainment bonuses may be awarded when an employee earns a technology-based academic degree (AS, BS, MS, and MBA) or a key information technology certification (Microsoft, Cisco, PMI, CISSP, etc.).

Degree and certification bonus amounts are determined by *ISHPI* management. Eligible employees must submit notification to their supervisor within 30 calendar days following completion of a degree or certification if they wish to be considered for a bonus. Relative official documents substantiating completion must be received in order to qualify for a bonus.

Employees who received reimbursement for education and training costs under the Educational Assistance Program aren't eligible to receive an attainment bonus for the same degree or certification.

An employee must complete a minimum of six months of employment with *ISHPI* prior to becoming eligible for this benefit.

An employee who terminates employment with *ISHPI* (for any reason other than layoff) will be responsible for reimbursing the Company any degree or certification attainment bonuses paid by *ISHPI* on their behalf during the previous twelve (12) months.

i-RECRUIT: EMPLOYEE REFERRAL BONUS PROGRAM

We encourage employees to help us continue to grow and keep our best foot forward by referring the very best and brightest candidates from their personal and professional networks—while earning financial rewards.

All current employees are eligible for participation with the exception of Recruitment staff, Human Resources staff, Management and Executives.

Most open positions within *ISHPI* are eligible for a \$3,000 referral bonus. There is no limit on how many candidates that may be referred. A \$3,000 bonus will be paid for every successful hire.

Employees should review our current openings on *ISHPI*'s Careers page at www.ishpi.net/careers and refer appropriate candidates using the *i-Recruit* Candidate Referral Form (found on IVOS). Please note that this form must be received prior to a candidate's start date in order to be eligible for bonus payment. Next, referrals should be directed to complete the online application and submit their resume via the Careers page through the proper job requisition. The referring employee's name must be noted as the referral source within the application.

If a referral candidate is successfully hired, the referring employee will receive a \$1,000 bonus payment within 30 calendar days of their referral's start date and the remaining \$2,000 in the first payroll after their referral has been employed with *ISHPI* for a period of 90 days. Referring employees must be actively employed by *ISHPI* at the time of their scheduled payment(s) in order to receive the bonus installments.

If an employee is interested in career advancement or an opportunity to move to a new area, referring themselves for an open position by submitting the *i-Recruit* Candidate Referral Form on their own behalf is encouraged. The terms of the program remain the same – if an employee is promoted to the position for which they applied, they will receive a \$3,000 bonus.

Individuals who have already applied, are under active consideration by recruiting/management staff, or are incumbent employees on a recently awarded contract aren't eligible for referral.

If multiple employees refer the same candidate, whoever submits the Candidate Referral Form first will be the only eligible recipient for a bonus.

Employees who received a referral bonus prior to the launch of this program aren't entitled to an additional retroactive bonus.

Employees are encouraged to refer family members, but the conditions of *ISHPI*'s Employment of Relatives Policy (page 14 of the Employee Handbook) still remain. Please review the policy prior to referring a family member for an open position.

All candidates will be evaluated for employment consistent with *ISHPI*'s policies and procedures, and all information regarding the hiring decision will remain strictly confidential.

MISCELLANEOUS

CORPORATE EQUIPMENT AND RESOURCES

ISHPI may furnish equipment such as laptop computers, cell phones, etc. to assist an employee in completing their job requirements. Each employee is reminded that all items purchased by *ISHPI* remain the property of the Company and represent a very valuable asset of the Company. Each employee must sign and submit a Property Receipt form for each piece of equipment issued to them by *ISHPI*.

It is the responsibility of the employee to whom equipment is issued to maintain and safeguard these assets as if they were their personal property. Any abuse of these assets may result in discontinued usage. It is the policy of *ISHPI* to hold the individual responsible for equipment lost, stolen, or damaged through negligence.

Any destructive uses of *ISHPI* equipment and resources will result in disciplinary action.

BUSINESS AND TRAVEL EXPENSES

It is the policy of *ISHPI* to reimburse employees for all travel related expenses that are allowable under public law and not specifically cited as unallowable in U.S. Government Federal Acquisition Regulation, Federal Travel Regulations, or DOD Joint Travel Regulations. Travel reimbursement policy established herein applies only to authorized travel at Government or corporate expense and does not include employee commute to work.

ISHPI utilizes Nexonia, an employee expense report recording system that is accessed through the web using any common Internet browser. Nexonia provides for expense report entry, tracking, and approval and provides the necessary audit trail. Separate expense reports should be filed for individual trips.

Employees traveling on official *ISHPI* business are expected to exercise the same care and reasonableness in incurring expenses that a prudent person would exercise if traveling at personal expense. Excessive costs, luxury accommodations, and unnecessary or unjustified services are not acceptable. Except when approved in advance, economy or coach class fares are the limit of reimbursement. When in doubt, employees are encouraged to contact their *ISHPI* supervisor for clarification. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by *ISHPI*. Unless unusual circumstances arise, travel advances for airfare, rental car, and lodging will not be made.

All out-of-town travel and/or trips requiring airfare and lodging must be approved by the *ISHPI* supervisor of the program for which travel is conducted before travel arrangements may be made. A Travel Authorization Request (TAR) must be completed and fully approved prior to travel expenses being incurred. With prior authorization, employees may make their own travel arrangements and submit the related expense for reimbursement by *ISHPI*.

Reimbursement for travel expenses is based on a fixed amount for lodging, meals, and incidental expenses (M&IE) dependent upon the destination of business travel. The Government Service Administration (GSA) has prescribed maximum per diem rates within the Joint Travel Regulation (JTR) for continental United States locations which are applicable to all *ISHPI* travel. These amounts are pre-populated in the Nexonia system and are updated as changes occur. The applicable per diem rate is the rate where your business is to be conducted, and not the locality of your lodging, except during en route travel. In the case of en route travel, the per diem rate is the applicable rate for the location where lodging was acquired.

It is the responsibility of every traveler to know the current per diem rate prescribed by GSA before they make travel arrangements, and to report that maximum per diem rate on their travel expense reports. It is very important that travelers do not exceed the maximum per diem rate. Charges in excess of the approved per diem rate will not be reimbursed unless prior approval is obtained in writing by the employee's *ISHPI* supervisor and the Contracting Officer. This information can be located on-line at www.gsa.gov. For international travel, a travel advance for per diem can be issued at 75% of the M&IE rate for the applicable locality(ies). Any employee with questions about applicable per diem rates should contact Accounting.

Employees are eligible to receive the maximum reimbursement allowable for the locality of the business travel. M&IE reimbursement on the departure and return days will equal 75% of one day's rate, regardless of the number of hours in travel status. There may be a reduction to per diem rates when meals are

provided. Please note that international travel is not excluded; employees are required to submit appropriate documentation for per diem rates while traveling to foreign countries.

There is no reimbursement for lodging unless the employee incurs lodging costs. If lodging with friends or relatives, no lodging allowance will be paid unless the host incurs additional, identifiable costs in accommodating the employee. In such instances, the employee must substantiate the costs on the expense report, and they must be deemed reasonable by the approving supervisor.

If an employee is in travel status more than 12 hours, but less than 24 hours, and lodging is not required, the employee may receive a per diem allowance. However, the employee must have incurred expenses over and above those that would have normally been incurred. These additional expenses must appear on the expense report for the supervisor's approval or denial. All approved per diem expenses for travel of less than 24 hours without lodging will be reimbursed at 75% of the M&IE rate for the applicable locality.

Rental cars must be "compact" or smaller except in cases where two or more employees are traveling together, or substantial equipment or materials must be transported. *ISHPI* carries liability and property damage insurance which covers the rental cars of employees, so insurance coverages offered by rental car companies will not be approved as a reimbursable expense.

The use of privately owned vehicles (POV) may be authorized when it is advantageous to the company or Government. The use of POVs for business travel must be approved in advance by the employee's supervisor. Factors that will be considered in approval or denial include cost of travel by each mode available, per diem, and lost productive work time.

Employees will be reimbursed for travel insurance that is outside of the continental US up to \$50.

ISHPI understands that there may be incidental expenses incurred while on travel. Incidental expenses authorized for reimbursement include, but are not limited to, cost of obtaining documents for foreign travel; commissions for conversion of US to foreign or foreign to US currency; baggage expenses; use of computers, faxes, printers or scanners; costs of interpreters or translators, and the cost of authorized telephone calls. Authorized telephone calls for *ISHPI* employees include business calls, calls to Government Officials and calls to the employee's family. Family phone calls shall be of rather short duration and limited to one call per day except in emergencies.

Other miscellaneous transportation-related expenses (parking, tolls, etc.) which are essential to the effective conduct of business are reimbursable. Receipts are required for each expense of \$75.00 or more. Under federal laws and regulations child care and pet kenneling expenses for traveling employees or interviewees are not reimbursable. Expenses related to stolen/lost personal articles or money while an employee is on travel status or working in an *ISHPI* office are not reimbursable. When traveling, *ISHPI* employees should use their good judgment in incurring expenses.

When travel is completed, employees must itemize each day's expenses and submit an expense report through Nexonia, along with all associated receipts, **within three business days of their return**. Please note that the approved TAR must be electronically attached to the appropriate expense report in Nexonia.

With regard to reimbursement of international travel expenses, if receipts are noted in a currency other than the US Dollar (USD), employees may be required to submit documentation to substantiate the exchange rate at the time of travel for the applicable country(ies) and travel date(s).

RECEIPTS

An employee on travel is expected to collect and retain receipts for travel expenses, except those paid for out of the M&IE allotment. Therefore, you should retain any receipts for airfare, rental cars, fuel expenses, parking, transportation, lodging, and other business expenses that you intend to record on your expense report.

NON-TRAVEL RELATED EXPENSE REIMBURSEMENTS

For miscellaneous business expenses not associated with business travel, please restrict expense voucher submission to once a month. Receipts for each expense must be submitted with the expense report. Detailed receipts must be provided in order for business-related meals to be reimbursed. The Defense Contract Audit Agency (DCAA) assumes that summary meal receipts include alcohol and are therefore unallowable.

EXPENSE REPORT REIMBURSEMENT SCHEDULE

Expense reports are processed on a bi-weekly basis to coincide with *ISHPI*'s payroll schedule. All expense reports must be reviewed and approved by both the employee and their supervisor prior to submitting for reimbursement. In the event that expense reports are submitted with errors, payment may be delayed beyond the typical processing schedule.

Employees who have booked a non-refundable airfare ticket and are either voluntarily or involuntarily terminated from employment before travel takes place, will be responsible for the value of the ticket less any applicable airline change fees, as the remaining airfare credit may only be used in the booking passenger's name. If airfare costs have already been reimbursed via expense voucher, this amount will be deducted from the employee's final paycheck. Otherwise, employees may submit an expense voucher to request reimbursement of change fees.

ADJUSTING TRAVEL SCHEDULE WHILE ON TRAVEL

While on travel, an employee may need to cancel or change travel arrangements. If an employee will not be able to make a flight or needs to cancel a hotel arrangement, it is the employee's responsibility to contact the airline or hotel to cancel the reservation so that penalties are not incurred. If employees need assistance in canceling reservations, they may contact Human Resources for assistance. If employees need to incur additional charges in order to change the travel arrangements, they must keep copies of receipts or other documentation to substantiate the charges.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

INTERNET USAGE GUIDELINES

ISHPI provides electronic mail to assist employees in the performance of their job duties. *ISHPI* expects employees to use this tool responsibly, and employees should understand that use of the Internet is subject to monitoring. *ISHPI* has the right to monitor and review any and all electronic mail communications or Internet usage conducted on company property or with company equipment before, during, and after the fact, with or without the employee's knowledge or consent. Improper use of electronic mail (i.e., spreading offensive jokes or remarks), or improper use of the Internet (i.e., excessive non-business use and/or accessing pornographic websites) will not be tolerated. Additionally, employees must receive approval from *ISHPI*'s IT Department prior to downloading application software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning standard of company applications. Employees found to be abusing their Internet privileges may be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE CONDUCT AND PERFORMANCE

Employees are expected to conduct themselves at all times in a highly professional and reliable fashion. Employees should always use good judgment, discretion, and the highest standards of ethical conduct in carrying out the Company's business. *ISHPI* will not hesitate to take appropriate action if employees engage in conduct that is considered unacceptable. The following categories include, but are not limited to, those types of conduct considered unacceptable at *ISHPI* or client premises, and may be the basis of disciplinary action, up to and including termination:

- Inability or unwillingness to work harmoniously with others (including harassment and inappropriate behavior)
- Insubordination
- Violation of safety and/or security regulations (including the possession of firearms, weapons, or explosives.)
- Unauthorized removal of company property or the property of someone else's (clients or coworkers)
- Gambling of any kind on *ISHPI* or client work time property or during work time
- Violations of the drug free workplace
- Use of intoxicants in the workplace or being under the influence during work time
- Harm or threat of harm to persons or property
- Unexcused and/or excessive absences or tardiness
- Idleness/lack of productivity
- Misrepresenting or concealing information
- Improper use of *ISHPI* resources
- Failure to protect *ISHPI* business interests (including failure to cooperate with or interfere with company proceedings, or disclosing or misusing company information)
- Soliciting and distributing literature
- Outrageous behavior
- Inappropriate time practices
- Falsifying data
- Criminal conduct

Additionally, the following level of performance is expected of each *ISHPI* employee:

- Employees must comply with all applicable government regulations, policies and procedures when visiting or working at government facilities.
- Employees shall render to the very best of their ability, on behalf of *ISHPI*, services to and on behalf of the Company, and shall undertake diligently all duties assigned to them by the Company.
- Employees shall devote their full time, energy, and skill to the performance of the services in which *ISHPI* is engaged, at such time and place as the Company may direct.
- Employees shall not undertake, either as an owner, director, shareholder, employee or otherwise, the performance of services for compensation (actual or expected) for any other entity without the express written consent by Executive Management.
- Employees shall faithfully and industriously assume and perform with skill, care, diligence, and attention all responsibilities and duties connected with their employment on behalf of *ISHPI*.

DRESS CODE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that *ISHPI* presents to its visitors and customers. To favorably impress our customers, members of the public, and industry representatives, it is important that employees practice good personal hygiene, select work attire that is clean and in good repair, present a professional image, and avoid extremes of any kind. Management may make exceptions for special occasions (e.g. casual Friday), and will work with Human Resources to determine whether attire is unprofessional on a case-by-case basis.

Examples of attire that is never appropriate for the office or work site include but are not limited to:

- Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
- Revealing clothing (e.g. tank tops, muscle shirts, backless or strapless attire, sheer or mesh clothing that exposes undergarments, bare midriffs, miniskirts, etc.);
- Overtly subculture stylistic clothing (e.g. goth, punk, gang, futurism, or grunge, etc.);
- Visible body or excessive facial piercings;
- Visible offensive tattoos;
- Extreme hair styles/colors;
- Non-standard footwear (e.g. flip-flops, slippers, toe shoes, foot gloves, etc.).

Employees whose positions involve physical labor or mandated safety attire shall be permitted to wear clothing suitable to their jobs and to their work-site.

Employees should discuss any accommodation needs with their supervisor or a Human Resources representative. If an employee dresses inappropriately, he or she will be counseled by their supervisor. Dress code violations that are exceptionally unprofessional or unsafe may result in the employee being sent home without pay. Good judgment is the main guideline to follow. All employees should practice common sense rules of neatness and good taste. When uncertainty arises regarding the expectations of the dress code, Human Resources will ultimately determine whether a policy violation has occurred.