

Employee Handbook *and State Postings*

Horizon Services Company

Revision: *January 2018*

This edition of the handbook replaces all previous editions.

This handbook is not a contract

Table of Contents

FOREWORD	2
DIVERSITY	3
• Equal Employment Opportunity Statement	
• Anti-harassment Policy and Complaint Procedure	
• Americans with Disabilities Act (ADA) & Amendments Act (ADAAA)	
EMPLOYMENT	6
• Employee Classification Categories	
• Background and Reference Checks	
• Progressive Discipline	
• Separation of Employment	
WORKPLACE SAFETY	10
• Drug-Free Workplace	
• Workplace Bullying	
• Violence in the Workplace	
• Safety and Your Right to Know	
• Smoke-Free Workplace	
• Unauthorized Personnel	
• Security	
WORKPLACE EXPECTATIONS	15
• Confidentiality	
• Conflicts of Interest	
• Outside Employment	
• Attendance and Punctuality	
• Attire and Grooming	
• Electronic Communication and Internet Use	
• Social Media—Acceptable Use	
• Solicitations, Distributions and Posting of Materials	
• Personal and Company Property	
• Employee Personnel Files	
COMPENSATION	20
• Payment of Wages	
• Time Reporting	
• Meal Periods	
• Overtime Pay	
TIME OFF/LEAVES OF ABSENCE/BENEFITS	22
• Personal Leave of Absence	
• Sick Leave	
• Bereavement Leave	
• Jury Duty	
• Military Leave of Absence	
• Workers Compensation	
ACKNOWLEDGEMENT	28
STATE POSTINGS/HEALTH COVERAGE FORM No.1210-0149	

FOREWORD

We consider the Company's employees to be one of its most valuable resources. This handbook has been written to serve as a guide for the employer/employee relationship between the Company and its employees..

This handbook is provided for your use as a ready reference and as a summary of the personnel policies and guidelines for Horizon Services Corporation, d/b/a Horizon Services Company (the "Company").

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. It does not contain all of the employment policies of the Company. Certain rights and protections are provided for in various provisions of Federal and State laws and regulations. The policies contained within do not expand or diminish those rights. With respect to insurance and other benefits, the terms of any applicable insurance policy or benefit plan supersede any statements contained in this handbook. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department.

Second, neither this handbook nor any other Company communication, oral or written, confers any contractual right; either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of employment. Your employment is not for any specific time and may be terminated at will, meaning at any time for any reason, with or without cause, and without prior notice by the Company, unless otherwise required by law. No employee, manager, supervisor or other representative of the Company (except the president) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above. Any such agreement between the president and an employee must be in writing and signed by the president.

Third, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur, but all policies may be revoked or modified at any time by the Company in its absolute discretion without prior notice to employees. If any part of this handbook is waived by management or voided by government authority, all other policies remain in effect.

Forth, this handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Company employees and others affiliated with the Company whose knowledge of the information is required in the normal course of business.

Fifth, nothing in this handbook is designed to interfere with, restrain, or prevent employee communication regarding wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities. Nothing in this handbook should be construed as to limit or prohibit employees from engaging in any protected, concerted activity under the National Labor Relations Act.

Lastly, some subjects described in this handbook are covered in detail in official policy documents. Refer to those policy documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written policies are controlling and override any statements made in this handbook or other documents.

DIVERSITY

Equal Employment Opportunity Statement

The Company provides equal employment opportunities (EEO) to all employees and applicants for employment without unlawful discrimination with regard to race, color, religion, gender, sexual orientation, gender identity, national origin, citizenship, age, disability, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable federal, state and local laws. The Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all employment decisions and terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Company's Anti-Harassment Policy and Complaint Procedure

The Company is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Company expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

The Company expressly prohibits any form of unlawful harassment based on race, color, religion, gender, sexual orientation, gender identity, citizenship status, age, disability, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable federal, state, or local laws. Improper interference with the ability of Company employees to perform their expected job duties is absolutely not tolerated.

It is the policy of the Company to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. The Company prohibits any such discrimination or harassment.

The Company encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Company to promptly and thoroughly investigate such reports. The Company prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: 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.

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: Unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is unwelcome verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, national origin, citizenship status, age, disability, genetic information, marital status, military or veteran status, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: 1) Has the purpose or effect of creating an intimidating, hostile or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes: Epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on Company time or using Company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Company (e.g., an outside vendor, consultant or client).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, a member of the Human Resource department or any member of management.

When possible, the Company encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Company recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

The Company encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although 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, where 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.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. If a party to a complaint does not agree with its resolution, that party may appeal to the Company's Human Resources department.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Retaliation is Prohibited

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation reported immediately and will be promptly investigated and addressed.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA), are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities. It requires employer to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, when such accommodations are needed so that they may perform the essential functions of their positions.

It is the policy of the Company to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Company's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training or other terms, conditions and privileges of employment.

The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship on the Company. Contact the Human Resource department with any questions or requests for accommodation.

EMPLOYMENT

Employee Classification Categories

All employees are designated as either nonexempt or exempt from overtime compensation under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Company.

Nonexempt employees are employees who are NOT exempt from state and federal law requirements concerning minimum wage and overtime. Nonexempt employees are eligible to be paid overtime and/or compensatory time off at a rate of one and one-half times their hourly rates of pay for all actual hours worked in excess of 40 hours during a one-week pay period.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions state and federal law. With few exceptions, employees who are categorized as exempt are not entitled to overtime for all hours actually worked in excess of 40 hours during a one-week pay period. Exempt employees normally will receive their full salary for any week in which they perform work, without regard to the number of days or hours the performed work. Exempt employees hold jobs that meet the exemption standards and criteria established under state and federal law.

The Company has established the following employment categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the Company's full-time schedule of 40 hours per week on a continuous basis.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the Company's full-time schedule of 40 hours per week on a continuous basis.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Company's full-time schedule of 40 hours per week for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the Company's full-time schedule of 40 hours per week for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for Company benefits unless specifically stated otherwise in Company policy or are deemed eligible according to plan documents.

Background and Reference Checks

To ensure that individuals who join the Company are well qualified and to ensure that the Company maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Company. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Company to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The Company also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Each employee also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The Company supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. The Company reserves the right to add, combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines the Company's progressive discipline process which may vary depending on nature of offense:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Final Written Warning and Suspension:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final written warning, and/or suspended without pay.

Terminable Offenses

While the Company recognizes that each employee's employment is at will, as a practical guide for all employees, the Company has listed some major breaches of reasonable conduct which cannot be tolerated and warrant immediate termination. Here are some examples of these offenses. This list provides examples only and is not intended to indicate all those acts that could lead to employee termination. Please keep in mind that these are just few examples of termination.

- Falsification of Company records (including time sheets, employment forms, expense reports, bank deposits, and/or other operating documents).
- Misappropriation or theft of Company funds or property, or assisting others involved. This includes those having knowledge of the activity and failing to report the same to appropriate management.
- Failure to cooperate with Company investigations, or providing false or misleading information during a Company investigation.
- Becoming profane or verbally abusive towards a coworker, supervisor, or client.
- Violation of job performance instructions or refusal to comply with instructions of a supervisor.
- Being under the influence of alcohol, illegal drugs or other controlled substance without a valid medical prescription, or the possession, sale or use of such substance on Company property or while on the job.
- Violation of federal or state laws while on the job, including all employment laws concerning equal opportunity and harassment.
- Intentional or negligent conduct resulting in the loss of or damage to Company funds, assets, products, property or equipment, or resulting in injury to an employee or client.
- Failure to follow a client's procedures or failure to lock a client's facilities or offices
- Failure to follow Company procedures related to the proper documentation of sales, refunds, or exchange transactions.
- No call, no show or walking off the job before shift completion.
- Possession of weapons or other similar items which may present a threat to the safety or security of employees or property while on Company property.
- Disclosure of confidential information regarding Company products, processes, designs, personal information, or other proprietary Company information to those employees having "no need to know" or any person not an employee.
- Bringing children and/or any unauthorized persons to any work site.
- Violation of Safety procedures and policies.

The Company reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and termination

Separation of Employment

Separation of employment by the Company can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign, or voluntarily terminate, their employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee for job abandonment.
- **Involuntary Termination:** Employees of the Company are employed on an at-will basis, and the Company retains the right to terminate an employee involuntarily at any time.

Return of Company Property

The separating employee must return all Company and client property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return items may result in deductions from the employee's final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck. The Company considers refusal to return company property as theft and may be reported to local authorities.

WORKPLACE SAFETY

Drug-Free Workplace

The Company has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Company is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Company. The Human Resource department is responsible for policy administration.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any Company vehicle, are present on Company premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Company business or while in a Company facility is prohibited.
- The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Drug Testing

See State Postings

Workplace Bullying

The Company defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the Company Code of Ethics, which states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the Company will not tolerate bullying behavior. Employees found in violation of this policy will be subject to discipline up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when

meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Company considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, clients, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens intimidates or coerces another employee, client, vendor or business associate will not be tolerated. The Company resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Company treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, the Human Resource Department, any member of the Company's Threat Management Team or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Company will not retaliate against employees making good faith reports. The Company is committed to supporting victims of intimate partner violence by providing referrals to the Company's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

The Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Company will not retaliate against employees making good faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Company encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. The Company will not discipline employees for raising such concerns.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures for handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs involving an employee or that the employee witnesses. Failure to report an accident or infraction may result in employee disciplinary action up to and including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Company safety and health guidelines or engaging in conduct that places the employee, others, or Company property at risk can lead to employee disciplinary action up to and including termination.

The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Hazard Communication

Chemicals are an integral part of all of our lives. From house cleaning to food preparation, from garden care to personal grooming, chemicals are present everywhere.

You should be aware that many of our operations require the use of, or exposure to various chemicals. You need to be careful with hazardous chemicals and you need to know about possible health hazards. The chemicals used within our workplace have been evaluated for physical and health hazards by our suppliers, the manufacturers or the distributors; and that information is readily available to you.

When working around chemicals, you should always read labels. In addition, Safety Data Sheets (SDS) are available which provide thorough and accurate information on each and every hazardous chemical in your area.

For all hazardous chemicals used at the Company, an SDS is on file in the office. Requests for SDSs or additional information may be made through your department supervisor

As part of our hazard communication program, the Company requires employees to use proper Personal Protective Equipment (PPE) where applicable in the use and handling of chemicals.

The Hazard Communication Standard (issued by OSHA) means that you have a "Right-to-Know" about chemical hazards in the workplace. But remember, hazard communication can protect only if you:

- Read labels and Safety Data Sheets,
- know where to find information about your chemicals,
- follow warnings and instructions,
- use the correct protective clothing and equipment when handling hazardous substances, and
- learn emergency procedures, and practice sensible work habits.

- If you have questions about any of this, ask your supervisor.

Smoke-Free Workplace

It is the policy of the Company to prohibit smoking on all Company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of Company premises, including all Company buildings.
- All client premises while on-duty
- All Company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the Company.
- All visitors (clients and vendors) to the Company premises.
- All contractors and consultants and/or their employees working on the Company premises.
- All employees, temporary employees and student interns.

Smoking is permitted in designated areas only. On Company premises, at Company-sponsored off-site conferences and meetings, designated areas are parking lots. At client premises, designated areas include parking lots unless otherwise directed by the client.

Employees who violate the smoke-free workplace policy will be subject to disciplinary action up to and including immediate termination.

Vehicles Used for Company Business

The use of Company vehicles is only for employees approved to do so and only for work-related travel. Only passengers engaged in work for the Company are allowed in Company vehicles. Company vehicles must be operated in a safe manner, according to state and Department of Motor Vehicle regulations at all times, and only by employees possessing the proper class Drivers License for the vehicle being driven. Company vehicles must be inspected and signed-out before use. Vehicles are expected to be neat and clean inside and outside at all times. Any defective operation of any vehicle should be noted and reported to Company management of the Company immediately. All Company vehicles are insured for casualty losses. Any accidents must be reported to the management immediately, with a written accident report filed with your immediate supervisor before the end of the work day. Any accident involving a Company vehicle that is not reported (regardless of fault), or is determined to be the result of the employee's carelessness or neglect may be grounds for disciplinary action, up to and including termination.

The use of Company property for personal purposes is strictly forbidden unless approved in writing by an officer of the Company management in advance. If you do not obtain written permission, you may be subject to arrest for vehicle theft.

Unauthorized Visitors or Children at Work

To provide for the safety and security of employees and the facilities of our clients, only authorized visitors are allowed in the workplace. Prohibiting visitors, who have no official business with the Company helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed, employees should immediately notify their supervisor.

Employees are to make their own arrangements for childcare during business hours. A working environment is a dangerous place for children. Employees may not bring their children to work; doing so will result in immediate termination.

Security

You are expected to cooperate fully to safeguard Company property and funds, and cooperate with all security investigations. All of our locations reserve the right to inspect lunch boxes, purses, briefcases, or other bags, containers or vehicles entering or leaving the premises.

If there is a security investigation in your area, you are expected to cooperate fully with the security representative. Failure to cooperate with the investigation, or providing false or incomplete information during a security investigation, is grounds for disciplinary action, up to and including termination..

Employees working at our clients/customer sites are responsible for the security procedures at those particular sites. This includes locking facilities or offices when you are finished, utilizing client directed security procedures while you are working in or around offices, and abiding by any procedures they have laid out. Employees must notify supervisor immediately if building cannot be secured and stay until client or supervisor is on site. Failure to follow a client's procedures or failure to lock and alarm a client's facilities or offices will result in disciplinary action up to and including termination.

WORKPLACE EXPECTATIONS

Confidentiality

Our clients and other parties with whom we do business entrust the Company with important information relating to their businesses. Confidentiality is to be observed and respected at all times both inside the Company's offices as well as outside the Company's offices, including on client's premises. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

Horizon Services relationship to our customers is that of an Independent Contractor or Vendor. Your relationship to our customers is as our employee serving our customer. There is no legal employee/employer relationship between you and our customer while you are working for Horizon Services. For legal liability purposes for our customers this distinction must be maintained at all times. Therefore it is explicitly prohibited for you to discuss any confidential information related to your employment with any of our customers at any time. This includes but is not limited to hours, other jobs worked, contract information, scope, or any items of similar nature. You also may not take direct instruction on your job duties from the customer unless explicitly told to for specific tasks by your supervisor. This is necessary to maintain the legal relationship between Horizon Services and our Customers.

Business and financial records are the property of the Company and are not to be copied or removed from Company offices without the Company's permission. Under no circumstances shall such Company documents or information be used for personal purposes or shown to friends, family members, or any third party either inside or outside of the Company during or after an employee's term of employment. Because of its seriousness, disclosure of confidential information could lead to discipline, up to and including termination.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to your supervisor.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Company may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in , but are not limited to, the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, customer supplier or contractor, regardless of the nature of the employment, while employed by the Company.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial Company or organization.

- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a current or potential client, competitor or supplier, unless equally available to all Company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department. Violation of this policy may result in disciplinary action up to and including termination.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the Company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for clients on nonworking time that are normally performed by the Company. This prohibition also extends to the unauthorized use of any Company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the Company determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Attendance and Punctuality

Vacation, Personal time off and holidays must be scheduled with one's supervisor in advance 45 days. All other absences require a four hour notice to supervisor prior to the start of shift. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline up to and including termination. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Timely and regular attendance is an expectation of performance. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests for late arrivals to or early departures from work. Not reporting to work and not calling to report the absence before the start of the shift is a no-call/no-show and is a serious matter that will result in disciplinary actions.

Weather cancellations: Employees are expected to report to work unless Customer closes or Government closes the roads.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. The Company's employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

The Company is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

Use of the Internet, Electronic Equipment and Technology, Network and E-mail

The following guidelines have been established for using the Internet, Company-provided technology and equipment, and e-mail in an appropriate, ethical and professional manner:

- Internet, Company-provided equipment and technology (e.g., telephones, cell phones, and computers), the Company's network, e-mail and related services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: Using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the Company or be contrary to the Company's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Company-provided equipment such as cell phones and computers.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the Company's network and e-mail in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via flash memory drives (i.e thumb or USB drives). Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the IT department with any questions or concerns about such items to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Company.

Right to Monitor

All Company-supplied equipment and technology and Company-related work records belong to the Company and not to the employee. The Company routinely monitors use of Company-supplied

equipment and technology. Inappropriate or illegal use of, or communications with, the internet, Company supplied equipment and technology, the Company's network and e-mail may be subject to disciplinary action up to and including termination.

Cell Phone and Electronic Device Policy

Employees may possess cellular phones and other electronic devices while at their job location. When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally. All personal electronic devices shall be turned off, not used, and kept out of sight while employees are performing their employment responsibilities. When applicable and acceptable, cellular phones may remain on, but must be placed on the silent mode. Except in an emergency situation, employees may not use cellular phones or other communication devices while working. Employees who misuse their personal cellular phone or other electronic devices shall be subject to disciplinary action up to and including termination. For extenuating personal emergency situations, the immediate supervisor may make a temporary exception to this policy if other accommodations cannot be arranged.

Social Media—Acceptable Use

When you participate in the world of social media, online media which allows user participation, interaction or publishing – e.g., Facebook, Twitter, Instagram, blogs, LinkedIn, YouTube, etc., it is very important to properly represent the Company. The following represent guidelines for use of social media by employees. These guidelines do not apply to personal use of social media where no reference is made to the Company and has no connection to the workplace or work-related matters. No part of this policy prohibits employees from discussing terms and conditions of employment or is otherwise intended to limit or restrict their legal rights.

General Guidelines:

- Remember that very little of anything on the internet or social media is private and that you are personally responsible for anything that is posted. The moment you post something online, it is out of your control, and it may end up anywhere, including plenty of places you never expected. Do not assume that anything you say or post will be interpreted in the appropriate context.
- Only use social media on your own time outside of work hours unless you have been specifically given an online activity to handle as part of your workload.
- Be mindful that any pictures, videos, comments or other information that you post on the internet may be seen by the Company's clients, and could reflect poorly upon your character, or upon the Company. Be thoughtful, polite and courteous, including through your language choices and image uses. You should avoid posting obscenities, slurs or personal attacks that can damage the reputation of the Company, clients, employees or applicants. Do not take or post pictures or videos of clients, their facilities or their employees and client recorded while you are working.
- Do not refer to any information you learned in a work-related context that is not yet cleared for public dissemination or may be confidential or private information about the Company's business operations, services, or clients. Employees must respect the Company's private financial information and must not represent themselves as speaking on behalf of the Company unless expressly authorized to do so. When posting on social media sites, if an employee identifies her/himself as an employee of the Company, the employee must also post the following disclaimer when discussing job related matters, *"The opinions expressed on this site are my own and do not necessarily represent*

the views of Horizon Services Company.”

- If you do discuss the Company and related concepts, you should disclose your role within the organization.
- Workplace contacts (co-workers, peers or other professional contacts) may not want to hear from you about things that are not work related; consider what is appropriate before making personal social media contact with anyone from the workplace.
- Be mindful of activities that the law prohibits and do not do anything that violates the law. The Company's equal employment opportunity policy, technology use policies, and its policies against harassment apply fully to the use of the internet, including social media. If conduct is in violation of Company policies and/or is seen as compromising the legitimate interests of the Company, you may be requested to cease the volatile commentary or remove the offensive posting, and the Company may take appropriate disciplinary action.
- The Company takes absolutely no responsibility should there be a claim that anything you posted, wrote or otherwise communicated on social media is violative of any copyright, trademark, defamation, or other laws.

The Company may monitor content posted on the Internet and social media. Policy violations may result in discipline up to and including termination.

Solicitations, Distributions and Posting of Materials

The Company prohibits the solicitation, distribution and posting of materials on or at Company property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Company management and Company-sponsored programs related to the Company's products and services.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on Company premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a Company-sponsored program. These visits should not disrupt workflow. An employee must Company the non-employee at all times. Former employees are not permitted onto Company property except for official Company business.
- Employees may not solicit other employees during work times, except in connection with a Company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a Company-sponsored event
- The posting of materials or electronic announcements are permitted with approval from the Human Resource department.

Violations of this policy should be reported to Human Resource department.

Use of Company Property

As employees perform their functions at our client's site, they may have access to our clients' computers,

copiers, telephones and fax machines. Except as may be specifically authorized by management, any use of Company or client machines for personal use is prohibited and will be considered grounds disciplinary action up to and including termination.

Employee Personal Property

The Company does not assume and specifically disclaims responsibility for any personal property located on its premises, or which accompanies or is carried, worn, or otherwise used by employees during the course of their work. Employees who choose to bring personal property with them to work do so at their own discretion, and at their own risk.

Employee Personnel Files

See State Postings

COMPENSATION

Payment of Wages

Wages are paid on a weekly basis. The workweek begins at 12:00 a.m. on Saturday morning and ends at 11:59 p.m. on Friday night. Paydays are Friday for the previous work week.

It is the Company's policy that employee paychecks will only be mailed to his/her home address.

If the normal payday falls on a Company-recognized holiday, paychecks will be distributed one workday before the Company-recognized holiday.

In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. A fee equivalent to the current bank fees will be assessed on the replacement check. In the event the lost paycheck is recovered and the Company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Company within 24 hours of the time it is demanded.

Payroll Deductions

The Company is required to take certain deductions from employee paychecks. These include but are not limited to: social security, medicare tax, and state and federal income taxes. The Company will also comply with any court issued wage garnishments. All other deductions must be authorized by the employee. Any deductions withheld from an employee's paycheck will be detailed on the pay stub. If you have any questions on any deductions please contact your supervisor.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department. Report any change of address to your supervisor immediately.

Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Saturday and ending on Friday.

Overtime is defined as hours worked by a nonexempt employee (e.g. hourly employees) in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time records weekly as directed by their manager. All records need to be submitted by Monday 12pm for the previous work week. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded in the week the absence occurred.

Meal/Rest Periods

See State Postings

The scheduling of meal periods at the Company is set by the employee's immediate manager with the goal of providing the least possible disruption to Company operations.

Mandatory Meal Period

Employee meal periods are important to Company productivity and employee health. An employee who is unable for any reason to take a meal period in accordance to this policy must notify his or her immediate supervisor the day that this occurs and complete the Notice of Missed Meal Form. Employees who fail to take their meal period in accordance with this policy, or who fail to notify management when they are unable to do so, are subject to disciplinary action up to and including termination. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half (½) hour long break.

Overtime Pay (for nonexempt employees)

Nonexempt employees who exceed 40 hours of time worked in a workweek will be paid a weighted one and one half (1 ½) their regular rate of pay.

Paid leave does not apply towards the calculation of time worked.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. Failure to notify the supervisor may result in disciplinary action.

During busy periods employees may be required to work extended hours.

TIME OFF/LEAVES OF ABSENCE

Personal Leave of Absence

Employees who require time off may request a personal leave of absence without pay for up to a maximum of 30 calendar days in a calendar year.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. To schedule time off, an employee should submit a completed leave form to his or her supervisor at least 45 days before the date on which the leave of absence is requested to begin. Requests will be approved based on a number of factors, including department operating and staffing requirements.

Please contact the Human Resource department for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily terminated from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Sick Leave

See State Posting

The employee must contact their supervisor at least four hours before their scheduled shift to report an absence. A fitness for duty certificate from a medical provider is required to return to work for any absence of two or more consecutive work days or any absence requiring a physician visit.

Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member (parents, spouses, siblings, children) should notify his or her supervisor immediately.

Bereavement leave of a limited duration is unpaid and will be granted unless there are unusual business needs or staffing requirements.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, an employee must notify his/her supervisor and provide him/her with a copy of the jury summons. The Company will pay regular full-time and regular part-time employees for time off for jury duty up five days' pay.

Military Leave of Absence

The Company is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or

obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Company policy. If any employee believes that he or she has been subjected to discrimination in violation of Company policy, the employee should immediately contact the Human Resource department.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Human Resource department to request leave as soon as they are aware of the need for leave.

Family and Medical Leave

See State Postings

COMPANY has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to family and medical leave on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA and in COMPANY'S other applicable leave policies.

The Family and Medical Leave Act (FMLA) is administered by the Wage and Hour Division (WHD). The FMLA provides a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote the stability and economic security of families as well as the nation's interest in preserving the integrity of families.

The FMLA applies to any employer in the private sector who engages in commerce, or in any industry or activity affecting commerce, and who has 50 or more employees each working day during at least 20 calendar weeks in the current or preceding calendar year.

To be eligible for FMLA leave, an individual must meet the following criteria:

- Be employed by a covered employer and work at a work site within 75 miles of which that employer employs at least 50 people;
- Have worked at least 12 months (which do not have to be consecutive) for the employer; and
- Have worked at least 1,250 hours during the 12 months immediately before the date FMLA leave begins.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave 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. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;

- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).
- Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement to FMLA leave for that Leave Year.

Intermittent or Reduced Scheduled Leave:

FMLA leave may be taken intermittently or on a reduced work schedule basis. If FMLA leave is taken intermittently or on a reduced schedule basis, then COMPANY may require the employee to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave due to foreseeable medical treatment. Every employee is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt COMPANY operations. Any employee who needs an intermittent or reduced schedule leave shall submit an application for such leave on a form supplied by COMPANY at the time described above. The employee shall also, within the time limits set forth, furnish COMPANY with the proper medical certification on Form WH-380-E, which will be supplied by COMPANY, regarding the need for such intermittent or reduced schedule leave. As in the case for other FMLA leaves, COMPANY may require a second or third medical certification. Prior to the commencement of any intermittent or reduced schedule leave, the employee requesting intermittent or reduced scheduled leave must advise the COMPANY of the reasons why the intermittent/reduced scheduled leave is necessary and of the schedule for treatment, if applicable. The employee and COMPANY shall attempt to work out a schedule for such leave that meets the employee's needs without disrupting COMPANY operations.

Employee Notice Requirement:

Employees are required to provide COMPANY with sufficient information to make it aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Sufficient information may include the following: that the employee is unable to perform his or her job functions; that the employee's family member is unable to perform his or her daily activities; that the employee or his or her family member must be hospitalized or undergo continuing treatment; or the circumstances supporting the need for military family leave. When an employee seeks leave due to a FMLA-qualifying reason for which COMPANY has previously provided FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave and the need for "FMLA" leave. If the need for leave is foreseeable, the employee is required to provide such notice to the [DESIGNATED LEAVE ADMINISTRATOR] at least 30 days before the commencement of the leave, unless impracticable to do so under the circumstances, in which case notice must be given as soon as possible, generally the same or the next business day. The employee also must follow any COMPANY policy requiring advance notice, reasons for leave and anticipated start and duration of the leave. Failure to provide advance notice or follow COMPANY policy when the need for leave is foreseeable may result in delay or denial of FMLA leave. If the leave is not foreseeable, the employee must provide notice to the COMPANY of need for leave as soon as practicable, and must follow COMPANY'S normal call-in procedures, as set forth in Section ___ of this Handbook. Failure to follow COMPANY'S call-in procedures, absent unusual circumstances, will result in delay or denial of the leave.

In case of planned medical treatment for a serious health condition, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt the operations of COMPANY.

Employees are required to give additional notice as soon as practicable whenever there is a change in the dates of scheduled leave. COMPANY requires that the employee's health care provider complete a

fitness-for-duty certification that specifically addresses whether the employee is able to perform the essential functions of his or her job before the employee can return to work. If the COMPANY has a "reasonable safety concern," it may also require periodic fitness-for-duty certifications prior to the employee's return from intermittent FMLA leave, up to once every 30 days. A "reasonable safety concern" means a reasonable belief of significant risk of harm to the individual employee or others.

Upon receiving sufficient notice of an employee's need for FMLA-qualifying leave, COMPANY will notify the employee of his or her eligibility to take FMLA leave within five (5) business days of the request, absent extenuating circumstances. At this time, the COMPANY will also provide the employee written notice of the employee's rights and obligations with respect to the leave (as well as providing copies of the required certification form).

Application and Medical Certification:

A leave to care for the employee's own serious health condition, or the serious health condition of a covered family member, must be supported by a medical certification completed by the health care provider for the employee or the covered family member. A qualifying exigency leave or a leave to care for a Covered Service member with a serious injury or illness must also be supported by a certification. COMPANY will provide the proper certification to the employee for his or her respective leave within five (5) business days of the employee's request for leave.

The employee must return a complete and sufficient copy of the appropriate certification to COMPANY within 15 calendar days of receiving the certification, unless it is not practicable. If the employee returns an incomplete or insufficient certification, then COMPANY shall advise the employee in writing what additional information is necessary to make the certification complete and sufficient. In order to cure the deficiency, the employee must then return a complete and sufficient certification to COMPANY within seven (7) calendar days. If the employee fails to cure a deficiency in a certification, or fails to return a certification, within the prescribed time period, COMPANY may deny the taking of leave.

A COMPANY representative (other than the employee's direct supervisor) may contact the employee's health care provider to clarify or authenticate the medical certification submitted for leave for the employee's own serious health condition or the serious health condition of a family member. If COMPANY has reason to doubt the validity of a medical certification, the employee will be required to obtain a second or third opinion at COMPANY'S expense. Failure to comply with these certification requirements will result in the delay, denial or termination of leave.

An employee who will be on a FMLA leave for more than one (1) week is required to call [DESIGNATED LEAVE ADMINISTRATOR] weekly to report when and if the employee expects to return to work. COMPANY may request recertification at any time during the course of the leave for the employee's own serious health condition, if: (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described in the previous certification have changed significantly, or (3) if COMPANY has reason to suspect that an employee on FMLA leave has fraudulently obtained the FMLA leave. If desired by COMPANY, a second or third certification in the manner provided above may be required. If the employee's leave to care for his or her own serious health condition or that of a family member is expected to last more than 30 days, COMPANY will require a new certification from the employee's health care provider when leave is scheduled to expire, or every 6 months, whichever occurs earlier.

When COMPANY learns of an FMLA reason for leave after a leave has commenced under another of COMPANY policies, COMPANY will designate the leave as FMLA-qualifying from the commencement of the leave. Employees are required to cooperate in providing COMPANY with information needed to make this determination.

An employee shall not accrue any credit toward vacation or other benefits based upon time worked for the

time that he or she is on FMLA leave.

Return to Work / Fitness-for-Duty Certification:

Consistent with COMPANY practice, before returning to work following a medical leave due to the employee's serious health condition, the employee will be required to present a fitness-for-duty certification from his/her health care provider that the employee is medically able to resume work and to perform the essential functions of his or her job. If the date on which an employee is scheduled to return to work from an FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to COMPANY within two (2) business days of the change.

Subject to the limitations below, an employee returning from FMLA leave will be restored to the position of employment held when the leave commenced or to an equivalent position. Job restoration may be denied if conditions unrelated to the FMLA leave have resulted in the elimination of the employee's position, or if the employee qualifies as a "key employee" (generally the highest paid 10% of the workforce). Key employees may be denied job restoration if it would cause substantial and grievous economic injury to COMPANY, in which case the key employee will be notified of this decision.

In summary, upon expiration of a FMLA leave, an employee who returns to work shall be restored to the same or an equivalent job, if the employee shall have:

1. Called [DESIGNATED LEAVE ADMINISTRATOR] in accordance with terms above;
2. Furnished [DESIGNATED LEAVE ADMINISTRATOR] with proper certifications and recertifications in accordance with terms above;
3. Submitted to any second or third examination by a health care provider upon request of COMPANY;
4. Furnished [DESIGNATED LEAVE ADMINISTRATOR] with a medical certification of the employee's ability to return to work and to perform the essential functions of the job; and
5. Returned to work immediately upon expiration of the FMLA leave.

Failure to call [DESIGNATED LEAVE ADMINISTRATOR] weekly, to provide the required medical recertification or to return to work immediately upon expiration of a FMLA leave may result in termination of the employee. Failure to furnish a fitness-for-duty certification of the employee's ability to return to work and to perform the essential functions of the job may result in the delay of job restoration or the termination of the employee.

Workers' Compensation Benefits

.All employees are covered by Workers' Compensation insurance for work-related accidents and illnesses, and are subject to workers' compensation benefits. Workers' Compensation insurance costs are a statutory benefit provided and funded by the Company.

If an employee is injured at work or suffers from a work-related illness, the employee is required to report the incident to his/her department supervisor immediately. In the event of an emergency, an injured employee will be transported to the nearest designated primary care facility. Co-workers and supervisors are not authorized to transport a seriously injured or sick employee. Employees should call 911 for assistance. If an employee's injury/illness requires first aid or medical attention and is not an emergency, the employee must notify his/her department supervisor immediately. The Workers' Compensation insurer reserves the right to require an employee to undergo a consultation with a physician of its choice. Failure to report work-related injuries in a timely manner may disqualify the employee from receiving workers' compensation benefits.

Employee Handbook Acknowledgment and Receipt

I have received, read and understand my copy of the Employee Handbook and agree to abide by its contents and any revisions made to it.

The employee handbook describes important information about Horizon Services Corporation d/b/a Horizon Services Company (the "Company"), and I understand that I should consult my manager or the Human Resources department regarding any questions not answered in the handbook. I acknowledge that I am employed by the Company on an at-will basis, meaning that either I or the Company can terminate employment at any time and for any reason, with or without cause, and without prior notice, so long as there is not violation of applicable federal or state law. Further, I understand that this handbook does not constitute an express or implied contract or obligation on the part of the Company, and does not guarantee my employment for any specific duration or create, or attempt to create, a promise or representation of continued employment.

I understand and agree that, other than the president of the Company, no employee, manager, supervisor or representative of the Company has any authority to enter into any agreement for employment, oral or written, other than at will. Only the president of the Company has the authority to make any agreement to the contrary and then, only in writing signed by the president of the Company.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the Company and the Company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the president of the Company has the ability to adopt any revisions to the policies in this handbook.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

State Posting Drug Test : Connecticut

The Company retains the right to require the following tests:

- **Pre-employment:** Applicants must pass a drug test before beginning work and after receiving an offer of employment. Refusal to submit to testing will result in disqualification from further employment consideration.

- **Reasonable suspicion:** Employees are subject to drug and/or alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment.

Consequences

Applicants who refuse to submit to a drug test or who test positive will not be hired.

Employees who refuse to submit to required drug and/or alcohol tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband.

Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Crimes Involving Drugs

The Company prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on Company premises or while conducting Company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

State Posting Drug Test : Massachusetts

The Company retains the right to require the following tests:

- **Pre-employment:** Applicants must pass a drug test before beginning work and after receiving an offer of employment. Refusal to submit to testing will result in disqualification from further employment consideration.

- **Reasonable suspicion:** Employees are subject to drug and/or alcohol testing based on observations by a supervisor of apparent workplace use, possession or impairment.

Consequences

Applicants who refuse to submit to a drug test or who test positive will not be hired.

Employees who refuse to submit to required drug and/or alcohol tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband.

Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Crimes Involving Drugs

The Company prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on Company premises or while conducting Company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

State Posting Drug Test : Rhode Island

The Company retains the right to require the following tests:

Drug Testing for Rhode Island Applicants:

Employers in Rhode Island may require applicants to take a drug test after making a condition offer of employment. Employees must be allowed to provide test samples in private, outside the presence of any person. A positive result must be confirmed by a retest in a federally certified laboratory.

Drug Testing for Rhode Island Employees:

A Rhode Island employer may require an employee to take a drug test only if there are reasonable grounds, based on specific, documented observations, to believe the employee may be under the influence of a controlled substance that is impairing job performance. Testing is not allowed in any other situation.

The employee must be allowed to provide the test sample in private, outside the presence of anyone else. A positive test result must be confirmed by a retest in a federally certified laboratory, and the employee has the right to have the sample retested separately at the employer's expense.

An employer may not fire the employee on the basis of a positive drug test result, but must instead refer the employee to a licensed substance abuse professional. After the referral, the employer may require additional testing and may terminate the employee if those test results show that the employee is continuing to use drugs.

State Posting Employee Personnel Files : Connecticut

Employee files are maintained by the Human Resource department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Current employees and former employees that wish to access information contained in their personnel files should submit a written request. Current employees will be permitted to access that information within seven (7) days of receipt of the request. Former employees will be permitted to access that information within ten (10) days of receipt of the request. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department.

Information in an employee's personnel file will not be released, other than to the employee, without a signed release by the employee unless the Company is required to disclose such information by law.

State Posting Employee Personnel Files : Massachusetts

Employee files are maintained by the Human Resource department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Current employees and former employees that wish to access information contained in their personnel files should submit a written request. Current and former employees will be permitted to access that information within five (5) days of receipt of the request. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department.

Information in an employee's personnel file will not be released, other than to the employee, without a signed release by the employee unless the Company is required to disclose such information by law.

State Posting Employee Personnel Files : Rhode Island

Employee files are maintained by the Human Resource department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Current employees and former employees that wish to access information contained in their personnel files should submit a written request. Current and former employees will be permitted to access that information within seven (7) days of receipt of the request. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department.

Information in an employee's personnel file will not be released, other than to the employee, without a signed release by the employee unless the Company is required to disclose such information by law.

State Posting Meal/Rest Periods : Connecticut

The scheduling of meal periods at the Company is set by the employee's immediate manager with the goal of providing the least possible disruption to Company operations.

Mandatory Meal Period

Employee meal periods are important to Company productivity and employee health. Employees who work at least seven and one-half consecutive hours will be provided a meal break. The meal period is unpaid and will not be included in the total hours of work per day. An employee who is unable for any reason to take a meal period in accordance to this policy must notify his or her immediate supervisor the day that this occurs and complete the Notice of Missed Meal Form. Employees who fail to take their meal period in accordance with this policy, or who fail to notify management when they are unable to do so, are subject to disciplinary action up to and including termination. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half (½) hour long break.

State Posting Meal/Rest Periods : Massachusetts

The scheduling of meal periods at the Company is set by the employee's immediate manager with the goal of providing the least possible disruption to Company operations.

Mandatory Meal Period

Employee meal periods are important to Company productivity and employee health. Employees who work six consecutive hours will be provided a 30 minute meal break. The meal period is unpaid and will not be included in the total hours of work per day. An employee who is unable for any reason to take a meal period in accordance to this policy must notify his or her immediate supervisor the day that this occurs and complete the Notice of Missed Meal Form. Employees who fail to take their meal period in accordance with this policy, or who fail to notify management when they are unable to do so, are subject to disciplinary action up to and including termination. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half (½) hour long break.

State Posting Meal/Rest Periods : Rhode Island

The scheduling of meal periods at the Company is set by the employee's immediate manager with the goal of providing the least possible disruption to Company operations.

Mandatory Meal Period

Employee meal periods are important to Company productivity and employee health. Employees who work eight consecutive hours will be provided a 30 minute meal break. Employees who work six consecutive hours will be provided a 20 minute meal break. The meal period is unpaid and will not be included in the total hours of work per day. An employee who is unable for any reason to take a meal period in accordance to this policy must notify his or her immediate supervisor the day that this occurs and complete the Notice of Missed Meal Form. Employees who fail to take their meal period in accordance with this policy, or who fail to notify management when they are unable to do so, are subject to disciplinary action up to and including termination. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half (½) hour long break.

State Posting Sick Leave : Connecticut

The Company provides paid sick leave in accordance with state law, Connecticut General Statutes section 31-57r *et seq.*, to certain employees for temporary absence due to illness or injury. Employees eligible for paid sick leave benefits are those employees meeting the definition of a “service worker” pursuant to Connecticut General Statutes section 31-57r. Employees should consult their supervisor or the Human Resource department to determine their eligibility for paid sick leave benefits.

Sick leave is not intended to be used as vacation or personal leave. Sick leave can be used for (a) an eligible employee’s, eligible employee’s child’s, or eligible employee’s spouse’s: illness, injury or health condition; the medical diagnosis, care or treatment of mental illness or physical illness, injury or health condition; or preventative medical care; or (b) if an eligible employee is a victim of family violence or sexual assault, for: Medical care or counseling for injury or disability; to obtain services from a victim services organization; relocation; or participation in any related formal legal proceedings. The Company reserves the right to require eligible employees to provide documentation, including medical certification, of the need to use sick leave after sick leave is used on three (3) or more consecutively scheduled work days.

Sick leave does not accrue when an employee is away from work on a leave of absence or workplace injury. For eligible employees meeting the definition of a “service worker” pursuant to Connecticut General Statutes section 31-57r, sick leave accrues at a rate of 1 hour for every 40 hours worked. The maximum number of hours that may be accrued in any one year is 40 hours (i.e., 5 days). While unused accrued hours may be carried over from one year to the immediately following year, the maximum number of hours that may be used in any one year is always 40 hours (i.e., 5 days).

Employees must work at least 680 hours as an employee of the Company and work an average of 10 hours per week during the most recent quarter to use accrued paid sick leave. Any forfeited sick leave will not be reinstated. The maximum number of days of sick leave that may be used for the purposes set forth above as related to a family member is five (5) days. Management may waive this requirement.

Sick leave will be paid at the employee's base rate of pay excluding any other forms of compensation, and can be taken in no less than one hour increments. A full day of sick leave shall be computed at such employee's base hourly rate multiplied by eight (8) hours.

If you have questions about your use of sick leave, contact the Human Resource department.

If an eligible employee’s need to use paid sick leave is foreseeable, the employee must provide advance notice of the need at least seven (7) days’ prior to the date such leave is to begin. If an employee’s need to use paid sick leave is not foreseeable, the employee must provide notice by calling in directly to his or her supervisor as soon as practicable, preferably, at least four hours before the commencement of his or her shift. Abuse of sick leave, including, but not limited to, use of sick leave for improper purposes, use of sick leave after any and all accrued leave has been exhausted, or failure to provide the required notice for a foreseeable use of paid sick leave, will result in discipline up to and including termination.

State Posting Sick Leave : Massachusetts

Employees who work for employers having eleven or more employees can earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers can earn and use up to 40 hours of unpaid sick time per calendar year.

An employee can use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees will earn one hour of sick time for every 30 hours worked, and begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees can begin to use earned sick time on the 90th day after first day of actual work.

Employees of a particular city or town are covered only if, as required by the state constitution, the law is made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time will be compensated at the same hourly rate paid to the employee when the sick time is used.

Employees can carry over up to 40 hours of unused sick time to the next calendar year, but cannot use more than 40 hours in a calendar year. Employers do not have to pay employees for unused sick time at the end of their employment. If an employee misses work for a reason eligible for earned sick time, but agrees with the employer to work the same number of hours or shifts in the same or next pay period, the employee will not have to use earned sick time for the missed time, and the employer will not have to pay for that missed time. Employers will be prohibited from requiring an employee to work additional hours to make up for missed time, or to find a replacement employee.

The Company requires certification of the need for sick time if an employee uses sick time for more than 24 consecutively scheduled work hours. Employers cannot delay the taking of or payment for earned sick time because they have not received the certification. Employees must make a good faith effort to notify an employer in advance if the need for earned sick time is foreseeable.

Employers are prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights.

The law does not override employers' obligations under any contract or benefit plan with more generous provisions than those in the law. Employers that have their own policies providing as much paid time off, usable for the same purposes and under the same conditions as the law, are not be required to provide additional paid sick time.

State Posting Family and Medical Leave : Connecticut

This policy is applicable to all requests for family and medical leaves of absence pursuant to the Federal Family and Medical Leave Act of 1993 and the Connecticut Family and Medical Leave Act (collectively, and generally, "FMLA"). An employee who has worked for the Company for at least 12 months and who has worked at least 1,000 hours over the prior 12 months may be entitled to take up to 16 weeks of FMLA leave during a 24-month period, including up to 12 weeks in a 12-month period (a rolling 12-month period that is measured backwards from the start date of any given leave to see how much leave was taken) for:

- The birth and care of a newborn child of the employee (within one year of birth);
- Placement of a child with the employee by adoption or foster care or to care for that child within one year of placement;
- Care for the employee's immediate family member (defined as spouse, child or parent, or a child or parent for whom the employee is standing in *loco parentis*) who has a serious health condition;
- For any "qualifying exigency" arising out of the fact that the employee's spouse, child or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation; or
- A serious health condition that renders the employee unable to perform the essential functions of his/her position

A "serious health condition" is generally defined as any illness, injury, impairment or physical or mental condition that involved any period of incapacity or treatment related to inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

If two employees are married, the aggregate number of workweeks of leave to which both spouses are entitled is limited if leave is taken upon the birth of a child of the employees, upon the placement of a child with the employees for adoption or foster care, or to care for a parent of either employee if such parent has a serious health condition, to the individual maximum (or to 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used, as described below).

Notification: At a minimum, the Company should receive at least 30 days advance notice of the need for leave when possible. Where the need for leave is not foreseeable, the Company must be notified as soon as practicable after learning of the need for such leave, except in extraordinary circumstances, and make reasonable efforts, subject to the approval of the health care provider, to schedule treatment so as not to duly disrupt Company operations.

Medical Certification: If leave is being requested because of an employee's own health condition, or that of a spouse, child or parent, the Company will require the employee to submit medical certification verifying the need for leave.

The Company retains the right, at its expense, to require an examination by a second health care provider designated and approved by the Company. This second health care provider will not be a health care provider regularly used by the Company. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its own expense, may request a third opinion from a mutually agreeable (to both the Company and the employee) health care provider. The third opinion will be binding on both parties. The Company may require subsequent medical re-certification during the leave.

Recertification: An employee on medical leave because of his/her own serious health condition or to

take care of a spouse, child or parent with a serious health condition is required to submit a written recertification of the need to remain on leave every 30 days except that, if the medical certification states that the minimum duration of the condition is for more than 30 days, recertification will not be required before that minimum duration expires. In any case, recertification may be required every six (6) months in connection with an absence by the employee. The Company reserves the right to request recertification on a more frequent basis if the leave is for less than 30 days, or if the Company receives information that casts doubt to the continued validity of the most recent certification.

While on Leave: An employee on leave must contact his/her immediate supervisor or the Human Resource department periodically regarding the status of his/her situation and his/her intention to return to work.

Return to Work: In most cases, employees returning to work from FMLA leaves within, or at the expiration of, their available FMLA leaves are entitled to return to their previous jobs, if available, or equivalent positions without losses of benefits or pay. An employee taking medical leave to care for the employee's own serious health condition will be required to submit an original copy of a fitness-for-duty certification stating that the employee is able to resume his/her position, signed by the employee's health care provider, before returning to work.

FMLA is **unpaid leave**. Employees are required to use all accumulated paid leave before taking unpaid leave.

Health Care Benefits: During FMLA leave, the Company will continue to pay its share of employee health insurance premiums for the initial 30 days of the leave. During such 30-day period, the employee must continue to pay his/her share of the premiums or risk loss of coverage. After the initial 30 days have expired, the employee is responsible for the full payment of health insurance premiums for himself/herself and any covered dependents. It is the employee's responsibility to arrange payment with the Company during the initial 30 day period and with the health insurance carrier after the initial 30 day period to pay the required premiums, or risk loss of insurance coverage while on leave.

FMLA-eligible employees who have a spouse, son, daughter or parent ("the covered military member") who is on active duty (or has been notified of an impending federal call or order to covered active duty) in a foreign country as a member of the Armed Services, National Guard or Reserves, or as a retired member of the Regular Armed Forces, may take up to 12 workweeks of unpaid leave to attend to personal matters.

Qualifying Military Exigency Leave: For the purposes of qualifying military exigency leave only, the definition of a child of a covered military member includes a biological, adopted, or foster child, a stepchild, a legal ward of the covered military member, or a child for whom a covered military member stands in *loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time the leave is to commence.

Military Caregiver Leave: An eligible employee who is the spouse, son, daughter, parent or next of kin (as that term is defined by the FMLA regulations issued by the U.S. Department of Labor) of a "covered service member" is entitled to up to 26 workweeks of leave during a single 12-month period to care for the covered service member. Eligible employees who request to take military caregiver leave will be required to provide certification from the service member's authorized health care provider. In lieu of this certification, an eligible employee may provide the invitational travel order (ITO) or invitational travel authorization (ITA) issued by the federal government to the employee or any family member to join an injured or ill service member at his or her bedside. Second and third opinions and re-certifications will not be requested for military caregiver leave.

Pregnancy Disability Leave

The Company will provide any pregnant employee with a reasonable leave of absence during any

period of time when she has been certified by her health care provider as being disabled due to pregnancy. While the length of any such pregnancy disability leave may vary depending on individual circumstances, it is generally expected to be no longer than six (6) weeks.

Pregnancy disability leave of absence is unpaid, and employees are required to use all accumulated paid leave prior to such a leave. While on pregnancy disability leave, employees will not accrue additional paid leave.

Pregnancy disability leave runs concurrently with FMLA leave, if an employee qualifies for such leave. The Company will consider any request for additional unpaid maternity leave beyond any period of pregnancy disability on a case-by-case basis and reserves the right to provide or refuse any such additional leave in its sole discretion as operating conditions warrant. Any employee requesting such additional maternity leave must provide a written statement to the Human Resource department of her intention to return to work and the date for such return to work in order to be considered. The Company will reinstate the employee to her original position or an equivalent position with equivalent pay and accumulated seniority, retirement, benefits and other service credits provided that doing so does not seriously disrupt the ongoing operations of the Company.

Family Violence Leave

Under certain circumstances, employees who are victims of family violence are allowed up to 12 days of unpaid leave. "Family violence" includes incidents resulting in physical harm, bodily injury, assault, or an act of threatened violence between family or household members. The purpose of a qualifying leave should be to:

- Seek medical care or counseling for injury or disability as a result of family violence;
- Obtain services from a victim services organization on behalf of the victim of family violence;
- Relocate due to such family violence; or
- Participate in any civil or criminal proceeding related to or resulting from such family violence.

Employees are not paid while on a family violence leave but may use any accrued and unused paid leave in connection with a family violence leave. To the extent practicable, employees must provide reasonable (preferably seven (7) days) notice to request a domestic violence leave. The Company asks that an employee provide a signed, written statement certifying that the leave is a result of an incident of family violence, and one of the following documents in support of this type of leave:

- A police or court record related to the incident of family violence; or
- A signed, written statement that the employee is a victim of family violence from an employee or agent of a victim services organization, an attorney, an employee of the office of victim services or victim advocate, or a medical professional or other professional from whom the employee has sought assistance concerning the incident of family violence.

The Company will make every attempt to ensure documents provided in support of a domestic leave request under this policy remain confidential and protected from disclosure unless required by law.

State Posting Family and Medical Leave : Massachusetts

COMPANY has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to family and medical leave on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA and in COMPANY'S other applicable leave policies.

The Family and Medical Leave Act (FMLA) is administered by the Wage and Hour Division (WHD). The FMLA provides a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote the stability and economic security of families as well as the nation's interest in preserving the integrity of families.

The FMLA applies to any employer in the private sector who engages in commerce, or in any industry or activity affecting commerce, and who has 50 or more employees each working day during at least 20 calendar weeks in the current or preceding calendar year.

To be eligible for FMLA leave, an individual must meet the following criteria:

- Be employed by a covered employer and work at a work site within 75 miles of which that employer employs at least 50 people;
- Have worked at least 12 months (which do not have to be consecutive) for the employer; and
- Have worked at least 1,250 hours during the 12 months immediately before the date FMLA leave begins.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave 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. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).
- Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement to FMLA leave for that Leave Year.

Intermittent or Reduced Scheduled Leave:

FMLA leave may be taken intermittently or on a reduced work schedule basis. If FMLA leave is taken

intermittently or on a reduced schedule basis, then COMPANY may require the employee to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave due to foreseeable medical treatment. Every employee is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt COMPANY operations. Any employee who needs an intermittent or reduced schedule leave shall submit an application for such leave on a form supplied by COMPANY at the time described above. The employee shall also, within the time limits set forth, furnish COMPANY with the proper medical certification on Form WH-380-E, which will be supplied by COMPANY, regarding the need for such intermittent or reduced schedule leave. As in the case for other FMLA leaves, COMPANY may require a second or third medical certification. Prior to the commencement of any intermittent or reduced schedule leave, the employee requesting intermittent or reduced scheduled leave must advise the COMPANY of the reasons why the intermittent/reduced scheduled leave is necessary and of the schedule for treatment, if applicable. The employee and COMPANY shall attempt to work out a schedule for such leave that meets the employee's needs without disrupting COMPANY operations.

Employee Notice Requirement:

Employees are required to provide COMPANY with sufficient information to make it aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Sufficient information may include the following: that the employee is unable to perform his or her job functions; that the employee's family member is unable to perform his or her daily activities; that the employee or his or her family member must be hospitalized or undergo continuing treatment; or the circumstances supporting the need for military family leave. When an employee seeks leave due to a FMLA-qualifying reason for which COMPANY has previously provided FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave and the need for "FMLA" leave.

If the need for leave is foreseeable, the employee is required to provide such notice to the [DESIGNATED LEAVE ADMINISTRATOR] at least 30 days before the commencement of the leave, unless impracticable to do so under the circumstances, in which case notice must be given as soon as possible, generally the same or the next business day. The employee also must follow any COMPANY policy requiring advance notice, reasons for leave and anticipated start and duration of the leave. Failure to provide advance notice or follow COMPANY policy when the need for leave is foreseeable may result in delay or denial of FMLA leave. If the leave is not foreseeable, the employee must provide notice to the COMPANY of need for leave as soon as practicable, and must follow COMPANY'S normal call-in procedures, as set forth in Section ___ of this Handbook. Failure to follow COMPANY'S call-in procedures, absent unusual circumstances, will result in delay or denial of the leave.

In case of planned medical treatment for a serious health condition, the employee is required to make a reasonable effort to schedule the treatment so as not to disrupt the operations of COMPANY.

Employees are required to give additional notice as soon as practicable whenever there is a change in the dates of scheduled leave. COMPANY requires that the employee's health care provider complete a fitness-for-duty certification that specifically addresses whether the employee is able to perform the essential functions of his or her job before the employee can return to work. If the COMPANY has a "reasonable safety concern," it may also require periodic fitness-for-duty certifications prior to the employee's return from intermittent FMLA leave, up to once every 30 days. A "reasonable safety concern" means a reasonable belief of significant risk of harm to the individual employee or others.

Upon receiving sufficient notice of an employee's need for FMLA-qualifying leave, COMPANY will notify the employee of his or her eligibility to take FMLA leave within five (5) business days of the request, absent extenuating circumstances. At this time, the COMPANY will also provide the employee written notice of the employee's rights and obligations with respect to the leave (as well as providing copies of the required certification form).

Application and Medical Certification:

A leave to care for the employee's own serious health condition, or the serious health condition of a covered family member, must be supported by a medical certification completed by the health care provider for the employee or the covered family member. A qualifying exigency leave or a leave to care for a Covered Service member with a serious injury or illness must also be supported by a certification. COMPANY will provide the proper certification to the employee for his or her respective leave within five (5) business days of the employee's request for leave.

The employee must return a complete and sufficient copy of the appropriate certification to COMPANY within 15 calendar days of receiving the certification, unless it is not practicable. If the employee returns an incomplete or insufficient certification, then COMPANY shall advise the employee in writing what additional information is necessary to make the certification complete and sufficient. In order to cure the deficiency, the employee must then return a complete and sufficient certification to COMPANY within seven (7) calendar days. If the employee fails to cure a deficiency in a certification, or fails to return a certification, within the prescribed time period, COMPANY may deny the taking of leave.

A COMPANY representative (other than the employee's direct supervisor) may contact the employee's health care provider to clarify or authenticate the medical certification submitted for leave for the employee's own serious health condition or the serious health condition of a family member. If COMPANY has reason to doubt the validity of a medical certification, the employee will be required to obtain a second or third opinion at COMPANY'S expense. Failure to comply with these certification requirements will result in the delay, denial or termination of leave.

An employee who will be on a FMLA leave for more than one (1) week is required to call [DESIGNATED LEAVE ADMINISTRATOR] weekly to report when and if the employee expects to return to work. COMPANY may request recertification at any time during the course of the leave for the employee's own serious health condition, if: (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described in the previous certification have changed significantly, or (3) if COMPANY has reason to suspect that an employee on FMLA leave has fraudulently obtained the FMLA leave. If desired by COMPANY, a second or third certification in the manner provided above may be required. If the employee's leave to care for his or her own serious health condition or that of a family member is expected to last more than 30 days, COMPANY will require a new certification from the employee's health care provider when leave is scheduled to expire, or every 6 months, whichever occurs earlier.

When COMPANY learns of an FMLA reason for leave after a leave has commenced under another of COMPANY policies, COMPANY will designate the leave as FMLA-qualifying from the commencement of the leave. Employees are required to cooperate in providing COMPANY with information needed to make this determination.

An employee shall not accrue any credit toward vacation or other benefits based upon time worked for the time that he or she is on FMLA leave.

Return to Work / Fitness-for-Duty Certification:

Consistent with COMPANY practice, before returning to work following a medical leave due to the employee's serious health condition, the employee will be required to present a fitness-for-duty certification from his/her health care provider that the employee is medically able to resume work and to perform the essential functions of his or her job. If the date on which an employee is scheduled to return to work from an FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to COMPANY within two (2) business days of the change.

Subject to the limitations below, an employee returning from FMLA leave will be restored to the position of

employment held when the leave commenced or to an equivalent position. Job restoration may be denied if conditions unrelated to the FMLA leave have resulted in the elimination of the employee's position, or if the employee qualifies as a "key employee" (generally the highest paid 10% of the workforce). Key employees may be denied job restoration if it would cause substantial and grievous economic injury to COMPANY, in which case the key employee will be notified of this decision.

In summary, upon expiration of a FMLA leave, an employee who returns to work shall be restored to the same or an equivalent job, if the employee shall have:

1. Called [DESIGNATED LEAVE ADMINISTRATOR] in accordance with terms above;
2. Furnished [DESIGNATED LEAVE ADMINISTRATOR] with proper certifications and recertifications in accordance with terms above;
3. Submitted to any second or third examination by a health care provider upon request of COMPANY;
4. Furnished [DESIGNATED LEAVE ADMINISTRATOR] with a medical certification of the employee's ability to return to work and to perform the essential functions of the job; and
5. Returned to work immediately upon expiration of the FMLA leave.

Failure to call [DESIGNATED LEAVE ADMINISTRATOR] weekly, to provide the required medical recertification or to return to work immediately upon expiration of a FMLA leave may result in termination of the employee. Failure to furnish a fitness-for-duty certification of the employee's ability to return to work and to perform the essential functions of the job may result in the delay of job restoration or the termination of the employee.

State Posting Family and Medical Leave : Rhode Island

Rhode Island's Parental and Family Medical Leave Act covers:

- Private employers with 50 or more employees.
- All state employers.
- City, town or municipal agencies with 30 or more employees.
- Any person acting directly or indirectly in the interest of any employer.

Same-sex Unions.

- Rhode Island provides couples in same-sex civil unions with the same rights and benefits afforded to heterosexual married couples, with the exception of religious organizations operating charitable or educational facilities.
- These protections do not extend to the FMLA, therefore it is unclear how state employees in same-sex unions will be affected.

Employee Eligibility

- Employees who have worked for the same employer for an average of 30 hours a week for 12 consecutive months.
- Eligible employees qualify for 13 consecutive weeks of leave over a two-year period.
- The employer has discretion in whether leave is paid, partially paid or unpaid.

Parental Leave

- Leave may be taken for childbirth or the adoption of a child 16 years or younger.
- There is no provision for intermittent parental leave.
- An employer has the discretion to allow employees to use sick leave for childbirth, however this provision also must be extended to the adoption of a child.
- A 30-day notice is required, unless doing so is impracticable.
- An employer may request written certification of the need for leave.

Family Leave

- Includes a parent, spouse, child, mother or father-in-law, or the employee's own serious illness. A serious illness is defined as a disabling physical or mental illness, injury, impairment or condition involving inpatient care; or continuing outpatient care.
- An employee may use both state law and FMLA to receive greater benefits.
- A 30-day notice is required, unless doing so is impracticable.
- An employer may request written certification of the need for leave.

Continuation of Benefits

- An employer must maintain existing health benefits for an employee on leave.
- Before taking leave, an employee must pay the employer an amount equal to the premium in order to continue benefits while on leave.

- Upon the employee's return to work, the employer must return the payment to the employee within 10 days.

Reinstatement

An employee is entitled to the same or similar job position and benefits when returning from leave.

School Leave

- Employees are entitled to 10 hours of leave during a 12-month period for attending school conferences or other school activities for a child of whom the employee is a parent, foster parent, or guardian.
- An employee must have worked for the same employer for 12 consecutive months.
- An employee must give 24 hours notice.
- Leave need not be paid, but an employee may use accrued paid leave for any part of the 10 hours.

Enforcement

The Parental and Family Medical Leave Act may be enforced in a state superior court.

Family Military Leave

- An employee must have worked 1250 hours during a 12-month period for the same employer to be eligible for military leave.
- Employers with 15-50 workers must provide employees with 15 days of unpaid leave if a spouse or child is called to more than 30 days of military service.
- Employers with more than 50 workers must provide employees with 30 days of unpaid leave if a spouse or child is called to more than 30 days of military service.
- If the leave is to last more than 5 consecutive days, the employee must give 14 days notice. Otherwise, notice should be as practicable.
- An employer may require certification to verify employee's eligibility for leave.
- Except for sick and disability leave, employees must use all accrued vacation, personal, compensatory, and any other leave granted them before taking military leave.
- An employee is entitled to the same or similar job position and benefits when returning from leave, unless the employee was not restored because of conditions unrelated to rights under this law.
- Extension of health benefits must be made possible and are negotiable between employee and employer.