

EMPLOYEE HANDBOOK



Engineering and Consulting

www.cascinc.com

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Welcome to CASC ENGINEERING AND CONSULTING, INC.

CASC was established in 1993 to provide professional planning, engineering, surveying, and related consulting services to a variety of industry sectors.

CASC is devoted to providing excellent client/consultant relationships through the principals of thorough communication, teamwork, responsiveness, integrity, and quality.

As employees of CASC, we enjoy benefits as well as assume obligations to our employer. The following pages describe those benefits as well as company policies and procedures. The benefits recited herein are applicable to all full and, regular part-time employees. Should you have any questions, we will welcome your inquiries. We will endeavor to keep you informed of any changes when they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding.

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*Your success and that of the company is born from
these simple words:
WHAT CAN I DO TO HELP?*

101 Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, as it will answer many common questions concerning employment with CASC.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor CASC is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, CASC reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the appropriate corporate officer(s).

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102 Employee Relations

CASC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry, based upon current economic trends. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that CASC demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CASC will be based on merit, qualifications, and abilities. CASC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law.

CASC will make reasonable accommodations for qualified individuals with known disabilities in compliance with federal and state law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination or harassment in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to, and including termination of employment.

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104 Immigration Law Compliance

CASC is committed to hiring those that are legally allowed to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CASC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

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105 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which CASC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of CASC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of CASC as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which CASC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving CASC.

106 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with CASC. All employees will be judged by the same performance standards and will be subject to CASC's scheduling demands, regardless of any existing outside work requirements.

If CASC determines that an employee's outside work interferes with performance or the ability to meet the requirements of CASC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with CASC.

Outside employment that constitutes a conflict of interest is prohibited. Due to liability issues, outside employment in the same or related field of work in which CASC is conducting business is strictly prohibited and will be grounds for termination. Employees may not receive any income or material gain from individuals outside CASC for materials produced or services rendered while performing their jobs.

107 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of CASC. Such confidential information includes, but is not limited to, the following examples:

- ◆ Compensation Data

- ◆ Computer Programs
- ◆ Customer Lists
- ◆ Customer Preferences
- ◆ Financial Information
- ◆ Labor Relations Strategies
- ◆ Pending Projects and Proposals

All employees, by virtue of employment, are bound by the non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

108 Disability Accommodation

CASC is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

This policy is neither exhaustive nor exclusive. CASC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

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201 Employment Categories

It is the intent of CASC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and CASC.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by CASC management. Generally speaking, exempt employees are those employees who are considered at the management or manager level (e.g., principals, project managers, etc.).

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CASC's full-time schedule. (40-hours per week, Monday- Friday) Generally, they are eligible for CASC's benefit package, subject to the terms, conditions, and limitations of each benefit program after 30 days of employment, based upon the first of the next month.

If you drop below 32 hours per week for more than 30 days for personal reasons such as education, family leave, etc., you may be considered part time and this may affect your benefits status.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20.0 hours per week. Regular part-time employees are eligible for some benefits (i.e., half pay on holidays, half-pay for PTO, employee paid health benefits) sponsored by CASC, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Depending on the contract, temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), and they may be eligible for a portion of CASC's other benefit programs, if applicable.

INTERN employees are those who are hired to gain work experience with pay, gaining supervised practical experience. Interns are normally students working reduced hours while still attending classes at a college. Interns do not receive any benefits until they become either a regular part-time or full-time employee. The only benefit available for interns is the Safe Harbor 401(k) plan, but only if the intern has reached the age of 21 and has been employed for the normal waiting period for benefits (e.g. ninety (90) days).

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202 Access to Personnel Files

CASC maintains a personnel file on each employee. Personnel files are the property of CASC and the information they contain is restricted. Generally, only officers and management personnel of CASC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources department. With reasonable advance notice, employees may review their own personnel files in CASC's offices and in the presence of an individual appointed by CASC to maintain the files.

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203 Employment Reference Checks

CASC will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment and position(s) held.

In an effort to protect the company from liability, it is company policy that all employment references for CASC be directed to the Human Resources department.

Employees are advised not to discuss any issues regarding other past or current employees with any person requesting employment references.

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204 Drug and Alcohol Policy

The illegal use of drugs is a national problem that seriously affects every American. Drug abuse not only affects individual users and their families, but it also presents new dangers for the workplace.

Drugs and alcohol in the workplace impair safety and health, promote crime, lower productivity and quality, undermine client confidence, and create unacceptable risks to operations. CASC is committed to providing employees with a safe and healthful work environment that is free from drugs and alcohol and their effects. It is, therefore, the right, duty and obligation of CASC to maintain a safe, healthy and efficient work environment for its employees, to protect the general public, and to protect company property, equipment and operations.

Our policy formally and clearly states that the illegal use of drugs will not be tolerated. This policy was designed with two basic objectives in mind:

1. Employees deserve a work environment that is free from the effects of drugs and the problems associated with their use, and
2. This company has a responsibility to maintain a healthy and safe workplace.

CASC intends to comply with all state and federal laws relating to the use of drugs and alcohol and expects employees to adhere to these laws and comply with the company policy regarding the use of drugs and alcohol.

DRUG AND ALCOHOL RULES

The following rules and standards of conduct apply to all employees, including employee shareholders, either on company property, at or around job sites, and/or during the work day (including meals and rest periods).

1. CASC absolutely prohibits the following:
 - A. The manufacture, possession, use, sale, purchase, dispensation and/or distribution of any illegal drug or controlled substance on company premises, at jobsites, in company vehicles, or elsewhere while conducting company business.
 - B. Possession and/or use of any prescription drug unless possession and/or use is pursuant to a valid prescription issued to the person in possession or in use of such prescription drug as is directed by the prescription for the purpose for which the prescription drug has been prescribed.
 - C. Misuse of over-the-counter medication or other legally acquired substances and/or misuse of any prescription drug while on company premises, at jobsites, in company vehicles, or elsewhere while conducting company business.
 - D. Possession, use, sale, purchase, dispensation, and/or distribution of any alcoholic beverage on the premises, in company vehicles, or elsewhere while conducting company business.
 - E. Allowing and/or having knowledge without informing the company of persons on company property or job sites who are there with the purpose and intent of manufacturing, selling, using, dispensing, and/or distributing any illegal or controlled substance.
 - F. Driving a company vehicle and/or operating equipment while under the influence of drugs or alcohol.
 - G. Testing positive for any drug outside of company policy.
 - H. Failure to provide a specimen or attempts to alter or substitute the specimen.
2. Violation of this policy may result in suspension without pay, disciplinary action, up to and including termination for a first offense, at the sole discretion of CASC.

Any employee required to submit a drug or alcohol test shall be informed of the reason(s) he or she is being required to undergo testing. If the employee refuses or fails after a two (2) hour period to submit a specimen, he or she shall be informed that such failure or refusal constitutes insubordination and shall be grounds for discipline, up to and including termination.

Any employee violating a criminal drug statute must inform the company of such conviction, (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to so inform the company subjects the employee to disciplinary action up to and including termination for the first offense.

Employee may participate in an approved rehabilitation or drug abuse assistance program at the sole discretion of CASC. If such a program is offered by the employer, then the employee must satisfactorily participate in the program (follow-up/return to duty) as a condition of reinstatement at the employee's expense.

CASC may, in addition to disciplinary action and/or rehabilitation, require employees in violation of this policy and/or testing positive for drugs and alcohol to submit to periodic testing for a period of twelve (12) months following such violation, positive test or rehabilitation. Testing positive for drugs and/or alcohol during any rehabilitation program or in the 12-month period mentioned above may be grounds for discharge.

Pending completion of the test, the employee may be temporarily suspended from employment. If the employee refuses to agree to take the test and other circumstances indicate the employee is under the influence of alcohol or drugs, the employee will be subject to disciplinary action up to and including discharge.

In order to enforce this policy, the company reserves the right to conduct searches of company property and/or reasonable searches of employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Entry on company premises constitutes employee's consent to a search.

3. Circumstances Requiring Testing

- A. **Pre-employment:** Offer of employment is made contingent upon an applicant's drug screening test being negative.

Employees returning from a leave of absence for sickness or injury exceeding 30 days will be required to submit to a drug test in those departments designated by the company as appropriate for pre-employment testing. Any such employee who refuses to submit to a test or who tests positive for illegal drugs will be subject to disciplinary action up to and including discharge.

- B. **Reasonable Cause:** Any employee found to be in possession or control of alcohol or illegal drugs will be subject to immediate suspension pending discharge. In the case of illegal drugs, the authorities may be contacted and given a full report of the situation. An employee found in possession of prescription drugs will be given an opportunity, prior to suspension, to show that the drugs were prescribed by his/her physician for treatment of an existing or recurring condition. Prescription drugs shall be used only in the manner, combination, and quantity prescribed.

Employees undergoing prescribed medical treatment with a legal drug that might later affect behavior or work performance should report this circumstance to their supervisor. If the employee feels that, after taking the prescribed medicine, his or her behavior or work performance is being affected, the employee must report this fact to his or her supervisor. It may be necessary to restrict the employee's work activity while he or she undergoes treatment. Abnormal behavior or substandard work performance that results from prescribed medication may result in disciplinary action if the employee fails to communicate with his or her supervisor in advance concerning the effects of the prescribed medication.

No prescription drug shall be brought upon company premises, contained in vehicles parked on company premises, at jobsites, or contained in or on company equipment by any person other than the person for whom the drug is prescribed by a licensed medical practitioner.

If the company has reasonable cause to believe an employee on duty may be affected by alcohol or any illegal drug, CASC can require the employee to submit to a blood alcohol, urinalysis or other appropriate test.

Reasonable cause includes, but is not limited to, one or more of the following factors:

1. Involvement in an on the job accident resulting in personal injury or material property damage;
 2. Involvement in a vehicular accident while on the job or involving a company vehicle;
 3. Physical or behavioral symptoms consistent with drug use;
 4. Possession of drug paraphernalia;
 5. Excessive absenteeism or tardiness (outside of company guidelines).
- C. **Post-Accident:** Any employee who sustains a work-related injury resulting in time off or lost time, or damage to company property may be requested to provide a sample of urine, blood, and/or breath for chemical analysis for the presence of illegal drugs or controlled substances or ethyl alcohol. If the employee provides a specimen which is subsequently found to contain an illegal drug or controlled substance which is not the subject of a valid prescription or if the employee provides a sample which is subsequently found to contain ethyl alcohol resulting from consumption of an alcoholic beverage, a violation of this policy will be found to have occurred. This may result in disciplinary action, including termination. If an employee refuses to provide a specimen of urine, blood and/or breath for chemical analysis, as set forth above, the employee may be subject to disciplinary action, including termination.
- D. **Random:** CASC may conduct random testing for illegal substance on a periodic basis. Random selection will be conducted by a DOT approved true random number selection program using employee ID numbers. Random selections may be conducted on any position **designated as safety sensitive** and that may put any client, employee, or individual at risk, due to the effects of alcohol or drugs.
1. The designation of safety sensitive is defined as any job description which may endanger any employee, client or individual due to imperative performance or operation of his or her duties which may involve the operating of machinery, or vehicles or any positions that could endanger the public safety of others. Safety sensitive shall not include any clerical, or office personnel positions which could not generally endanger the public or others.
 2. The following positions have been designated as "Safety Sensitive" by:
 - a. Any employee designated to drive on company time.
 - b. Any employee using tools or operating machinery.
4. Prior to requesting an employee to submit to a drug test or administering disciplinary action for any infractions described in this policy, approval must be obtained by a corporate officer.

In pre-employment testing, an appointment for testing shall be made at the applicant's convenience, but within 24 hours.

In post-accident testing, whenever an employee is required to submit to a blood, urine, and/or breath test, the following shall apply:

1. The employee will be ordered to report immediately to a medical or collection facility designated by CASC to take an appropriate test.
2. A supervisor will accompany the employee to the designated medical or collection facility.
3. CASC will tentatively bear the cost of the test and will provide costs of transportation, if any, to and from the medical or collection facility. The employee will tentatively be paid for time spent at the examination.
 - a. If the employee is found to have been under the influence at the time of the accident, the cost of the test and cost of transportation will be at the expense of the employee. Additionally, the employee will not be compensated for time spent at the examination.
 - b. If the employee is found not to have been under the influence at the time of the accident, the cost of the test and cost of transportation will be continue to be at the expense of the company. The employee will still be paid for the time spent at the examination.

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205 Personnel Data Changes

It is the responsibility of each employee to promptly notify CASC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Human Resources Department.

206 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CASC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or CASC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If CASC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After 30 days, they may also be eligible for other CASC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

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207 Employee Information

CASC relies upon the accuracy of information contained throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in CASC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

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208 Performance Evaluation

A performance evaluation will be conducted at the end of an employee's first 90 days. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The company may conduct additional check-ins periodically, via an electronic survey. These tools provide supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, recognize strengths, and discuss approaches for meeting goals.

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209 Pay Rate Adjustments

Pay rate adjustments are generally considered annually, but the timeframe may vary depending upon market conditions.

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210 Background Checks

210.1 Purpose

CASC believes that hiring qualified individuals contributes to our overall strategic success. Background checks serve as an important part of the selection process. The information we collect helps CASC promote a safe work environment for our current and future employees. Background checks also help us obtain information necessary to determine an applicant's overall employability and to ensure the protection of CASC's physical property, proprietary information and other assets. CASC complies with all applicable federal, state and local laws, including fair employment practices and equal employment opportunity, when conducting background checks.

210.2 Procedure

At CASC, background checks will be conducted on job applicants. CASC will use a third-party agency to conduct the background checks to verify the accuracy of the information provided by the applicant during the selection process.

CASC will ensure that all background checks are conducted in compliance with all applicable federal and state statutes, such as the Fair Credit Reporting Act and the Americans with Disabilities Act. The information that can be collected from previous employers and other sources will be limited to that which is job-related and pertains to the quality and quantity of work performed by the applicant and to the applicant's attendance record, education and other lawful, work-related inquiries. The human resource department along with appropriate management personnel will be primarily responsible for the background check process.

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210.3 Arrest and Conviction Records

CASC may check criminal arrest and conviction records as part of the applicant selection process. In accord with the Equal Employment Opportunity Commission's current interpretation of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be job-related and consistent with business necessity.

210.4 Record Keeping

CASC assures applicants that all information obtained from the background check process will only be used as part of the employment process and will be kept strictly confidential. CASC human resources will maintain a log that will include the position you are applying for, your name and the date of the background check. Only appropriate human resource personnel at CASC will have access to this information. CASC complies with all federal and state laws regarding the collection, storing and disposal of applicant information, such as the Fair and Accurate Credit Transactions Act (FACTA).

301 Employee Benefits

Eligible employees at CASC are provided a number of benefits. Some of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Human resources can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- ◆ Dental Insurance - *Sun Life (HMO or PPO) – Paid by Employee*
- ◆ Vision Insurance - *Sun Life Vision Plan – Paid by Employee*
- ◆ Medical Insurance - *Kaiser Permanente - Monthly Contribution paid by CASC*
 - Employee only – 95% paid by CASC
 - Employee + Children – 85% paid by CASC
 - Employee + Spouse – 75% paid by CASC
 - Employee + Family – 65% paid by CASC
- ◆ Holidays - *As indicated below*
- ◆ Life Insurance - *\$25,000 AD&D – Paid by CASC*
- ◆ PTO Benefits - *(As indicated below)*
- ◆ 401(K) - *After 90 days of continued employment: employer safe harbor contribution (3% of employee's annual salary)*
- ◆ Direct Deposit
- ◆ Flexible Spending - *TASC*
- ◆ Educational Assistance – *see details herein*
- ◆ Paid Association/Membership Dues – *see details herein*

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302 PTO Benefits

302.1 Purpose for Paid Time-Off (PTO)

The purpose of Paid Time-Off is to provide employees with flexible paid time-off from work that can be used for needs such as vacation, personal or family illness, doctor appointments, school, volunteerism, bereavement and other activities of the employee's choice. The company's goal is to reduce unscheduled absences and the need for supervisory oversight.

302.2 Guidelines for PTO Use

Each full-time employee will accrue PTO bi-weekly in hourly increments based on their length of service as defined below. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued PTO bank. An employee may not use PTO hours if using the PTO hours will cause their hours to go over the scheduled 40 hours per week unless approved by supervisor and a corporate officer. Temporary employees, contract employees, and interns are not eligible to accrue PTO.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave or workers' compensation leave are taken.

Employees must use time from their PTO bank for any unscheduled absences of four or more hours. Employees may use time from their PTO bank in hourly increments. Time that is not covered by the PTO

policy, and for which separate guidelines and policies exist, include company paid holidays, required jury duty, and military service leave.

To utilize PTO requires two days of notice to the supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. CASC appreciates as much notice as possible when you know you expect to miss work for a scheduled absence.

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302.3 PTO Exceptions

- ◆ Employees, who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the Human Resources department that permits them to return to work.
- ◆ PTO taken in excess of the PTO accrued may result in progressive disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the company president or an Officer.
- ◆ PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- ◆ Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.
- ◆ **Unscheduled absences, due to illnesses of four or more hours, which result in consecutive days absent, will require the use of time from the employee's PTO bank and PTO must be used in this instance.**

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302.4 Specific Eligibility for PTO

PTO is earned on the following schedule based on a 40-hour work week.

Years of Service

- ◆ 1-5: 104 working hours per year (13 days), earned at a rate of 4.0 hours for each full pay period in a calendar year.
- ◆ 6-10: 144.04 working hours per year (18 days), earned at a rate of 5.54 hours for each full pay period in a calendar year.
- ◆ 11-15: 184.08 working hours per year (23 days), earned at a rate of 7.08 hours for each full pay period in a calendar year.
- ◆ 16-20: 208.00 working hours per year (26 days), earned at a rate of 8.00 hours for each full pay period in a calendar year.
- ◆ 21 +: 239.98 working hours per year (30 days), earned at a rate of 9.23 hours for each full pay period in a calendar year.

302.5 Maximum Time Accumulated

Although employees may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accumulate. This cap encourages the employee to take vacation time and relax away from work. Once you reach the cap of 2 times the annual amount, you will not accumulate any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at two times your annual PTO accrual rate.

Employees are responsible for monitoring and managing their PTO account. (PTO use is subject to supervisory approval and project/work schedules). If extenuating business circumstances prevented the employee from taking scheduled PTO, this PTO may be carried over and taken in the first half of the next calendar year with the approval of the department manager and Human Resources.

Employees will be paid for all accrued but unused PTO when you leave the company. If an employee has used advanced PTO not yet accrued, and employment terminates, the advanced PTO will be deducted from the final paycheck.

Employees, who are classified as regular part-time, will accrue PTO hours at half the rate of a full-time employee.

Revised: 05/31/18

Effective: 05/31/18

303 Holidays

CASC will grant paid holiday time-off to all eligible employees who have completed 30 calendar days of service in an eligible employment classification.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday). Holiday pay will be paid as eight (8) hours for regular full-time employees and four (4) hours for regular part-time employees. Eligible employee classification(s):

- ◆ Regular Full-Time Employees
- ◆ Regular Part-Time Employees

To be eligible for holiday pay, employees must be employed by CASC the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the paid time-off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they may receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday, or they may opt to take a "floating" holiday, as approved by their supervisor.

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

CASC will grant holiday time-off to all employees on the holidays listed below at the employer's discretion.

- ◆ New Year's Day (January 1)
- ◆ Memorial Day (last Monday in May)
- ◆ Independence Day (July 4)
- ◆ Labor Day (first Monday in September)
- ◆ Thanksgiving (fourth Thursday in November)
- ◆ Day after Thanksgiving
- ◆ Christmas Eve (December 24) - One-Half Day
- ◆ Christmas (December 25)
- ◆ New Year's Eve (December 31) - One-Half Day

At the discretion of the company, if a holiday falls on a Saturday or Sunday, it will be recognized on the previous Friday or following Monday.

304 Workers' Compensation Insurance

CASC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither CASC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, including activities sponsored by CASC.

305 Jury Duty

CASC encourages employees to fulfill their civic responsibilities by serving jury duty when required. CASC employees shall receive, on an annual basis, up to five days of regular pay for actual jury service. Employees must turn in, to the payroll department, the Jury Verification Form for each day served. CASC will deduct from the Employee's regular pay the fees received for jury service, therefore, employees must turn in, to the payroll department, a copy of payment received by the court. Employees may request unpaid jury duty leave for the length of absence beyond the five days of paid service. If desired, employees may also use any available paid time-off hours.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees must report for work whenever the court schedule permits (generally during breaks of 1 hour or more in the proceedings - this may include conducting business by phone or email during the break).

CASC will continue to make available and continue regular contributions to health insurance benefits for the full term of the jury duty absence. PTO benefits will continue to accrue during unpaid jury duty leave.

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Effective: 05/31/18

306 Benefits Continuation (Cobra)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CASC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee, former employee, or dependent(s) pays the full cost of coverage at CASC's group rates plus a 2% administration fee. CASC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CASC's health insurance plan. The notice contains important information about the employee's rights and obligations.

Revised: 05/31/18

Effective: 05/31/18

307 Educational Assistance/Association Dues

CASC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within CASC.

CASC will provide educational assistance and pay for approved association dues to all eligible employees who have completed one (1) calendar year of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Regular Full-Time Employees are eligible for educational assistance.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. CASC has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. The employee must obtain written approval from CASC prior to initiating any course to determine if educational assistance is warranted. CASC will reimburse employees up to a maximum of \$1,500.00 per calendar year for qualified course work, if the course is successfully completed with a minimum earned grade of "B." The reimbursement can be applied to the cost of the course and educational aids.

While educational assistance is expected to enhance employee's performance and professional abilities, CASC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

All approved educational reimbursement, membership dues and association fees will be paid via payroll reimbursement, and verification of attendance may also be required.

Revised: 05/31/18

Effective: 05/31/18

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require CASC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to electronically sign and submit their time records to certify the accuracy of all time recorded. The supervisor will review and then approve the time record in Deltek before submitting it for payroll processing.

Revised: 05/31/18

Effective: 05/31/18

402 Paydays

All employees are paid on every other Friday by 10:00 a.m. (Friday at 12:01 a.m. for direct deposit). Each paycheck will include earnings for all work performed through the end of the previous payroll period. The pay period is Saturday through Friday.

If a regular payday falls during an employee's PTO, the employee's paycheck will be available upon his or her return from the time off.

Paycheck stubs are not passed out to all employees who receive direct deposit, but are online for review.

Revised: 05/31/18

Effective: 05/31/18

403 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- ◆ **RESIGNATION** - voluntary employment termination initiated by an employee.
- ◆ **DISCHARGE** - involuntary employment termination initiated by the organization.
- ◆ **LAYOFF** - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- ◆ **RETIREMENT** - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

CASC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CASC, or return of CASC-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with CASC is based on mutual consent, both the employee and CASC have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due (i.e., PTO time) and payable at termination will be paid. Certain benefits may be eligible for continuation at the employee's expense if the employee so chooses (e.g., COBRA health plan). The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Revised: 05/31/18

Effective: 05/31/18

404 Administrative Pay Corrections

CASC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll department so that corrections can be made as quickly as possible.

405 Pay Deductions

CASC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs:

- ◆ Medical Insurance
- ◆ Dental Insurance
- ◆ Vision Insurance
- ◆ Flexible Spending
- ◆ 401(K) Contribution
- ◆ Colonial Supplemental Insurance

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Payroll department can assist in having your questions answered.

501 Workplace Safety

501.1 Workplace Safety Policy

To assist in providing a safe and healthful work environment for employees, customers, and visitors, CASC has established a workplace safety program. This program is a top priority for CASC. Its success depends on the alertness and personal commitment of all.

CASC provides information to employees about workplace safety and health issues through regular internal communication channels such as email, supervisor-employee meetings, job site tailgate meetings, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

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Effective: 05/31/18

501.2 Building Security

To prevent thefts and help secure employee safety, please be aware that all doors leading to the outside of the building are to remain locked and cameras are active. You will need to use your key fob or code to enter or re-enter. Do not leave the doors ajar or unlocked.

If you work on the weekend or in the evenings, please seek pre-approval from a department manager. It is the responsibility of the last person leaving the building to ensure the doors are closed and locked during these extended working hours.

In the event you are the last one in the office, please follow these instructions:

1. Scan the office to determine that you are the last one here.
2. Please turn all lights, coffee machines and fans off. (Except the computer room)
3. Make sure all doors and gates are closed and locked.
4. Set the alarm.

Revised: 05/31/18

Effective: 05/31/18

502 Vehicle Safety

502.1 Vehicle Safety Policy

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate all vehicles in a safe manner and to drive defensively to prevent injuries and property damage. As such, CASC endorses all applicable state motor vehicle

regulations relating to driver responsibility. CASC expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

A company vehicle may be issued to an employee for a limited-time based on availability and may be used to drive to and from work or to a job site only. When using company vehicles, employees are expected to exercise care and cleanliness, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Revised: 05/31/18

Effective: 05/31/18

502.2 Driver Eligibility

- ◆ Drivers must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- ◆ Company vehicles are to be driven by authorized employees ONLY, except in emergencies, or in case of repair testing by mechanic. Other employees and family members are not authorized to drive the Company vehicle.
- ◆ Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited. No unauthorized persons are allowed to ride in company vehicles.
- ◆ Any employee who has a driver's license revoked or suspended shall immediately notify CASC and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.
- ◆ All accidents involving Company vehicles, regardless of severity, must be reported to CASC and the police, as appropriate. Failing to stop after an accident and/or failure to report and accident may result in disciplinary action, including dismissal. Employees should safely photograph any vehicles or other property damaged in an accident as well as the accident scene.
- ◆ The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- ◆ All drivers and passengers operating or riding in company vehicles must wear seat belts.
- ◆ Report any mechanical difficulties or repair needs to CASC.
- ◆ Drivers are responsible for the security of Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- ◆ Company vehicles are equipped with vehicle tracking devices for safety, maintenance, productivity, and security reasons. Tampering or disabling such devices may be cause for disciplinary action including dismissal.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Revised: 05/31/18

Effective: 05/31/18

502.3 Driving Records

Your personal driving record is a reflection of your overall driving habits, and directly affects our insurance costs. Your personal driving is your responsibility and our concern.

Motor Vehicle Records will be ordered periodically to assess driving records. An unfavorable record will result in the loss of company vehicle privileges or employment. A standard method of evaluation for all prospective and current drivers' MVR will be used:

- ◆ 1 or more type 'A' violations in the past 3 years (as defined below)
- ◆ 3 or more accidents (regardless of fault) in the last 3 years
- ◆ 3 or more 'B' violations in the past 3 years
- ◆ Any combination of accidents and type 'B' violations which equal 4 or more in the last 3 years.

Type 'A' violations:

- ◆ Driving while intoxicated
- ◆ Driving while under the influence of drugs
- ◆ Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- ◆ Operating during a period of suspension or revocation
- ◆ Using a motor vehicle for the commission of a felony
- ◆ Aggravated assault with a motor vehicle
- ◆ Operating a motor vehicle without the owners authority (grand theft)
- ◆ Permitting an unlicensed person to drive
- ◆ Reckless driving
- ◆ Speed contest (racing)
- ◆ Hit and run (bodily injury or property damage)

Type 'B' violations:

- ◆ All moving violations not listed as type 'A' violations

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Effective: 05/31/18

502.4 Automobile Insurance

It is a requirement of our insurance carrier that all employees using their personal vehicle during the course of business carry liability insurance coverage (\$100,000/\$300,000). Proof of insurance is required prior to using your own vehicle for company purposes.

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Effective: 05/31/18

502.5 Cell Phone Usage

With regards to cell phone use while operating a motor vehicle, state law requires that any person using a handheld cellphone while operating a motor vehicle must use hands-free operation and the operator must keep both hands on the steering wheel. The driver may use a Bluetooth or other earpieces, but they cannot cover both ears at one time. You may also use the speakerphone function of your cellphone. Exceptions apply only when making an emergency call to a law enforcement agency, medical provider, fire department, or other emergency service agencies.

CASC does not condone the use of cellular phone usage while operating a motor vehicle. If the employee receives a phone call while driving, please safely pull over to the side of the road and complete the call.

A separate law prohibits texting or any other use of a wireless device while driving. However, the law contains exceptions for:

1. turning on or off a mounted GPS, so long as only one tap or swipe is required to do so (read more about the law as it applies to GPS), or
2. using a manufacturer-installed system that's embedded in the vehicle.

Revised: 05/31/18

Effective: 05/31/18

503 Work Schedules

Work schedules for employees vary throughout our organization. Typical office staff regular-time work hours are 8 a.m. to 5 p.m. Variations from this schedule must be approved by your direct supervisor. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Our offices are open from 7:45 a.m. to 5:30 p.m., Monday through Thursday and until 5:00 p.m. on Friday. Employees required to work before or after these times, may only do so in the presence of and with the approval of their supervisor.

Revised: 05/31/18

Effective: 05/31/18

504 Use of Telephones/E-Mail/Socializing during Working Hours

Personal use of telephones is discouraged. CASC understands that at times you may need to make or receive personal telephone calls, but we ask that these telephone calls be kept to a minimum. In addition, we ask that personal conversations be held in a quiet and brief manner in order to avoid disturbing other employees.

When answering the telephone, employees should always use an appropriate greeting and speak in a courteous and professional manner.

Friendships and social relationships among employees are inevitable in an office environment. However, socializing among employees should be limited to lunch and break times, and before and after work. Personal conversations should take place in the lunchroom or out of the office in order to avoid disturbing other employees.

Please note that our current e-mail system also allows the appropriate management to view all email, if necessary. To date, we have never found the need to do so and we don't expect that to change. As a reminder, we ask that each of you continue to be conscientious of the types of e-mails you send and to limit the time spent on personal emails.

Revised: 05/31/18

Effective: 05/31/18

505 Smoking

In keeping with CASC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

Revised: 05/31/18

Effective: 05/31/18

506 Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with two rest periods of ten minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time and must be accessible during the rest period. If you walk during your break, please stay within the complex and be readily available to return to work.

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities during meal periods and will not be compensated for that time.

Revised: 05/31/18

Effective: 05/31/18

507 Overtime

When operating requirements or other work assignments cannot be met during regular working hours, employees must work overtime. Before overtime is worked, an employee must have written approval from his/her supervisor. Overtime is considered a condition of employment.

At the supervisor's discretion, an employee's work schedule may be adjusted during a work week to avoid overtime.

An employee may request time off for a personal obligation and make-up the time without the employer being required to pay overtime. An employee may work no more than 11 hours on another workday to make up the time off, and the time must be made up in the same work week. The employee must provide a signed, written request or confirmed e-mail to their supervisor for each occasion that make-up time is requested, subject to the supervisor's approval. Any questions should be directed to the Human Resources/Payroll department.

Revised: 05/31/18

Effective: 05/31/18

508 Use of Equipment**508.1 Policy and Expectations**

Equipment essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care and cleanliness, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

508.2 Computer Usage Policy

Our business is heavily reliant upon our computer systems. Computer viruses or other system failures can have a serious detrimental effect on our work. Therefore, computers shall not be used for non-company operating functions such as playing games, writing letters, or otherwise running personal programs or company programs for personal use. Only company purchased software will be allowed on any of the computer systems. Likewise, please refrain from using the company computers and laptops for any use that may be deemed inappropriate.

The deleting of files and otherwise movement of company property and information upon termination is strictly prohibited.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

CASC is the owner of provided computers and laptops. The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination of employment.

Revised: 05/31/18

Effective: 05/31/18

508.3 Cell Phone Policy

508.3.1 The Purpose

CASC issues or pays individual cellular phones to company representatives who are required to be in close contact with the company at all times. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and others safety.

Revised: 05/31/18

Effective: 05/31/18

508.3.2 Policy and Usage

All employees are required to be professional and conscientious at all times when using company phones.

It is CASC's policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes. Cellular phone bills are reviewed when they arrive, any employee who exceeds their contracted allowed minutes is subject to additional usage review.

Similar to section 508.2 Computer Use Policy, please refrain from using the cell phones for any use that may be deemed inappropriate.

CASC is the owner of company-provided cell phones. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Revised: 05/31/18

Effective: 05/31/18

509 Purchasing of Supplies and Equipment

In order to track supplies and equipment purchased on behalf of the company, all employees are required to follow the company purchase order system. Please see the accounting department for further information.

Revised: 05/31/18

Effective: 05/31/18

601 Medical Leave

CASC provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- ◆ Regular Full-Time Employees
- ◆ Regular Part-Time Employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to CASC. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, usual health insurance benefits will be provided by CASC until the end of the first full month of medical leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits will again be provided by CASC according to the applicable plans.

Benefit accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide CASC with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, CASC will assume that the employee has resigned.

602 Family Leave

CASC provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, domestic partner or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Regular Full-Time Employees are eligible to request family leave as described in this policy.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefit contributions will be provided by CASC (at current participation rates) until the end of the first full month of approved family leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefit contributions will again be provided by CASC according to the applicable plans.

Benefit accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide CASC with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, CASC will assume that the employee has resigned.

603 *Personal Leave*

CASC provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular Full-Time Employees are eligible to request personal leave as described in this policy.

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 30 calendar days every two years. With the supervisor's approval, an employee may take any available PTO leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Health insurance benefit contributions will not be provided by CASC during personal leave. Employees will be responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefit contributions will again be provided by CASC according to the applicable plans.

Benefit accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, CASC cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, CASC will assume the employee has resigned.

604 *Pregnancy Disability Leave*

CASC provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

Employees in the following employment classifications are eligible to request pregnancy disability leave as described in this policy:

- ◆ Regular Full-Time Employees
- ◆ Regular Part-Time Employees

Employees should make requests for pregnancy disability leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for pregnancy disability leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to CASC. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

Employees are normally granted unpaid leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Employees may substitute any accrued paid leave time for unpaid leave as part of the pregnancy disability leave period.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefit contributions will be provided by CASC until the end of the first full month of pregnancy disability leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from pregnancy disability leave, benefit contributions will again be provided by CASC according to the applicable plans.

Benefit accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide CASC with at least two weeks advance notice of the date she intends to return to work. When a pregnancy disability leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate CASC safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities.

If an employee fails to report to work promptly at the end of the pregnancy disability leave, CASC will assume that the employee has resigned.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, CASC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- ◆ Theft or inappropriate removal or possession of property
- ◆ Falsification of time-keeping records
- ◆ Working under the influence of alcohol or illegal drugs
- ◆ Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ◆ Fighting or threatening violence in the workplace
- ◆ Boisterous or disruptive activity or music in the workplace
- ◆ Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- ◆ Violation of safety or health rules
- ◆ Sexual or other unlawful or unwelcome harassment
- ◆ Excessive absenteeism or any absence without notice
- ◆ Unauthorized absence from work station during the workday
- ◆ Unauthorized use of telephones, mail system, or other employer-owned equipment
- ◆ Unauthorized disclosure of business "secrets" or confidential information
- ◆ Unsatisfactory performance or conduct
- ◆ Possession of deadly weapon on the premises

Employment with CASC is at the mutual consent of CASC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. Employees should remember that their workstations are a part of a professional office. Clients and other industry professionals are often given tours of our facilities for marketing purposes. For these reasons, workstations should be:

- ◆ Kept neat and orderly as much as possible.
- ◆ Be free of explicit or offensive photos, posters, calendars, magazines, and other personal items.
- ◆ Be free of other distractions such as loud radios, computer games, etc.

Employees who are disturbed by loud music, offensive material, etc. should feel free to express their complaints to their supervisor or Human Resources.

CASC maintains the right to request the removal of any inappropriate personal items from any workstation. Requested items not removed by the employee will be removed by CASC. Although we recognize the fact that employees may drink alcohol at company sponsored events, it is our position that employees should not operate a vehicle while impaired and should use a designated driver or other means of transportation (Uber, Lyft, etc.).

CASC requires those who have had too much to drink, or employees who notice others that have had too much, to call a taxi service or ask someone at the party to drive them home. It is not our intention to eliminate drinking from company parties, but to ensure the responsible conduct of all employees.

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702 Sexual and Other Unlawful Harassment

CASC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the President, Human Resources personnel, or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must promptly advise one of the company officers who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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703 Attendance and Punctuality

To maintain a safe and productive work environment, CASC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on CASC. Poor attendance and excessive tardiness are disruptive, and may lead to disciplinary action, up to and including termination of employment.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Normal work hours are from 8am to 5pm, but certain positions may require alternative schedules. Additionally, employees may request, from their supervisor, alternative schedules in order to accommodate traffic, family needs, etc. Approval of alternative schedules requires supervisor and CASC management approval.

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704 Personal Appearance

704.1 Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CASC presents to clients and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. When employees are performing their duties in the field; you are representing CASC,

therefore wearing CASC logo attire is encouraged.

When you are performing your duties inside of the CASC offices, CASC expects employees to dress appropriately in business casual attire that may include, but is not limited to: suits, pants/slacks, jackets, shirts, blouses, skirts and dresses that, while not formal, are appropriate for a business environment. Denim jeans are allowed on “casual” Friday.

Shorts, tank tops, torn t-shirts, and footwear such as flip flops are not appropriate for business casual attire or “casual” Fridays.

Employees are expected to demonstrate good judgment and professional taste. Use courtesy towards coworkers and your professional image to clients as the factors you use to assess whether you are dressing in business attire that is appropriate.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

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704.2 Tattoos and Piercings

The company recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice.

In keeping with this approach, CASC allows reasonable self-expression through personal appearance, unless:

1. it conflicts with an employee’s ability to perform his or her position effectively or with his or her specific work environment, or
2. it is regarded as offensive or harassing toward co-workers or others with whom CASC conducts business and has contact with employees.

CASC permits employees to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee’s job or work environment include:

1. Personal safety of self or others, or damage to company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. Corporate or societal norms.
5. Customer complaints.

If management determines an employee’s jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

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705 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All CASC property must be returned by employees on or before their last day of work. CASC may also take all action deemed appropriate to recover or protect its property.

706 Resignations

Resignation is a voluntary act initiated by the employee to terminate employment with CASC. Although advance notice is not required, CASC requests at least two weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

707 Problem Resolution

CASC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from CASC supervisors and management.

CASC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern. No employee will be penalized, formally or informally, for voicing a complaint with CASC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or if employee believes it would be inappropriate to contact that person, employee may present problem to one of the company officers.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. If problem is unresolved, the employee presents the problem to one of the company officers who will consult with the other company officers. The officer may request that the employee present the problem in writing.
4. Officers review and consider the problem and inform the employee of decision. The decision will be documented and kept in the employee's file. The officers have full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This

confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the company's goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the human resource manager will follow company procedures to resolve the issue.

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801 Travel Time Policy

Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

“Travel time” is defined as: if an employee reports to the regular workplace and is then required to travel to another site to work for the day, travel time to the assigned workplace will be compensated. When an employee is required to report to a work site other than the regular workplace and goes directly to that site without first going to the regular workplace, the employee will be compensated travel time for any time in excess of the employee’s normal commute time to and from the regular workplace.

For employees required to travel to a distant workplace, travel time begins after their normal commute time and ends when they have reached a hotel or work site. Travel time begins again when/if they leave the work site and ends when they arrive at their normal or another workplace.

Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.

Because traveling does not require the employee to employ his/her skills, pay for travel time may be at a rate of pay less than the employee’s normal rate of pay.

Please note that travel time is considered hours worked and is subject to overtime.

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802 Per Diem

CASC will arrange and pay for lodging. The employee will be compensated \$30 per day for meals. “Per day” is dictated by the nights away from home. (Example: You spend two nights in a hotel, you will be compensated \$60.) This rate is based on an employee “rooming” with another employee. Should a situation require one employee per room, the meal per diem will be reduced accordingly. Meal per diem payment to the employee will be made in advance by company check. Requests must be made in writing, approved by the project manager, and given to Accounts Payable. Requests should be made at least two days prior to leaving. Any difficulties arising from late notice may result in a delay of payment.

If an employee uses their own vehicle, they will be compensated at the current per-mile rate as issued by the IRS. All personal calls made from the hotel are at the expense of the employee.

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