



2023

EMPLOYEE HANDBOOK

PRESENTED TO
IPX Employees

PRESENTED BY
IPX Human Resources Department

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Introduction

Congratulations on your new employment with Improvix Technologies, Inc. (Improvix). This document provides an overview of our vision, values, and principles, as well as key company policies.

At Improvix, our Policies align closely with our Company Values. We strive to foster a positive, productive working environment.

Improvix recognizes the power and influence that comes from people of diverse backgrounds and experiences, working together toward a common goal. Different thoughts, abilities, experiences, and individual characteristics enhance our work environment and lead to innovative solutions and business decisions.

We believe in treating all our colleagues with respect, dignity, and fairness. Each employee deserves a safe, clean, welcoming, and productive work environment where we can do our best work. Each employee has a personal responsibility to help eliminate actions or circumstances which undermine this environment. When our employees are fully engaged and empowered, we drive innovation and create IT solutions that lead positive change.

Our Vision, Mission, and Values

Our Vision is to provide innovative, reliable, and cost-effective IT solutions for the public and private sector. We strive to improve our customer's technology usage by expanding their mobility, securing their infrastructure, modernizing their environment, and providing top tier Customer Service and response time. Our team is comprised of talented, energetic, and dedicated employees who similarly share our desire to provide impactful expertise and support to our Customers.

Our Mission is to IMPROVE Information Technology for the next generation. We create unique, innovative solutions that help our Customers accomplish their mission and advance in ways previously unimaginable.

Our Values are as follows:

I: Integrity: Be ethical and honest at all times.

M: Mindful: Deliver with precision and care.

P: Passion: Be self-motivated and enthusiastic to lead and ensure success.

R: Respect: Respect the work and decisions of all our clients, partners, and employees.

O: Open-Mindedness: Hold no judgements and listen with an open mind.

V: Value: Value yourself and value everyone around you.

E: Excellence: Establish high standards for the next generation.

General Overview

The purpose of this Handbook is to provide you with all the information you need to be a fully functioning member of the Improvix team. However, this Handbook cannot cover every possible situation you may face in your time with Improvix. Thus, if you have any questions concerning any of the policies here, it is recommended you either contact the Human Resources (HR) Department or discuss the matter with your Supervisor.

Feedback is always welcome and should be directed to the HR Department. Suggestions for policy changes will be considered on a case-by-case basis.

Nothing in this Handbook constitutes a contractual right, either express or implied, to remain in Improvix’s employ. The policies herein may change or be revoked at any time. While management will make every effort to provide employees with reasonable notice, such notice may not always be possible.

This handbook is a confidential document. Nothing in this handbook should be discussed or shared with anyone outside of Improvix.

Definitions & Classifications

“Company,” “employer,” “we,” “our,” or any other first-person term used in this Handbook refers to Improvix Technologies, Inc.

“Premises,” “workplace,” “facility,” or “worksite” shall include any and all Improvix buildings, offices, vehicles, sites, parking lots, and surrounding areas, whether owned, leased, or under the custody of Improvix, before, during and after working hours.

“Employee”, “you” or any other second-person term used in this handbook refers to all persons who regularly works for Improvix on a wage or salary basis. "Employees" may include exempt, non-exempt, full-time, part-time, and temporary persons.

Change in Policy

Since our business is constantly changing, the Company expressly reserves the right to change any of our policies, including those covered in this handbook, at any time and with or without prior notice. Employees will be notified of these changes by appropriate means. Changes will be effective on dates determined by Improvix wherein employees may not rely on policies that have been superseded. Employees who are uncertain about any policy or procedure must check with their Improvix Supervisor or the Human Resources Department.

Employment Categories

Since all employees are hired for an unspecified duration, these categories do not guarantee employment for any specific length of time. Regardless of what category an employee falls into, they are always an employee at-will unless a written contract signed by the Company dictates otherwise.

Employees will be informed of their initial employment classification and of their status as an exempt or non-exempt employee in their offer letter. If they change positions during their employment because of promotion, transfer, or otherwise, they will be informed by their Improvix Supervisor of any change in their exemption status. Employees should direct any questions regarding their employment classification or exempt status to their Improvix Supervisor or the HR Department.

For purposes of salary administration and eligibility for overtime payments and employment benefits, Improvix classifies its employees as follows:

Full-time Employee

Employees hired to work normal, full-time, 40 hours or more workweek on a regular basis. Such employees may be “exempt” or “non-exempt” as defined below. Full-time employees are eligible for all Improvix benefits, listed in the Benefits Overview section below.

Part-time Employee

Part-time employees are hired to work fewer than 40 hours per week on a regular basis. Such employees may be “exempt” or “non-exempt” as defined below. Part-time employees are not entitled to receive Improvix benefits; with the exception of workers' compensation and unemployment insurance, and any mandatory state-specific benefits.

Temporary Employee

Temporary employees are hired for a specific period of time, project, or assignment. They are paid for actual hours worked and are not eligible to receive paid leave or benefits. Temporary employees hired for a specific project or period of time will not experience a change in status simply because they remain in employment for a longer period of time. An employee will change from temporary to regular status only if advised of such a change in writing by the HR Department. Temporary employees are not entitled to receive Improvix benefits; however, are entitled to workers' compensation and unemployment insurance. They may also be eligible for mandatory state-specific benefits.

Exempt Employees

Exempt employees are not required to be paid overtime, in accordance with the Fair Labor Standards Act (FLSA), for work performed beyond 40 hours in a workweek. Executives, professional employees, outside sales representatives, certain computer programmers, and employees in administrative positions are typically exempt.

Non-Exempt Employees

Non-exempt employees are those who are eligible for minimum wage and overtime pay for all hours worked over 40 hours in a workweek unless state laws dictate otherwise.

Employment At-Will

Employees and Improvix have an "employment at-will" relationship. This means either you or Improvix may terminate your employment at any time, with or without reason or notice. Nothing in this Handbook or in any other document or communication shall create an employment arrangement with Improvix for a specified period.

Privacy

Your privacy and personal information are important to us. Improvix recognizes the confidential nature of Personally Identifiable Information (PII) in its care and our responsibility to protect this data. Any employee with a need-to-know and granted access to such PII on behalf of the Company is expected to uphold the highest standards of data protection, using secured passwords, and safeguarding. Please see Appendix I: Privacy Statement for Improvix's full privacy statement and policies.

Orientation

Orientation is a formal welcoming process designed to make new employees feel comfortable, informed about the Company, and prepared for their position. New Hire Orientation is conducted by an HR representative and includes an overview of the Company's history, core values, benefits, and policies.

Introduction and Training Period

The Introduction and Training Period for all employees is 90 days from your start date. During this evaluation period, employees will have the opportunity to evaluate our Company as a place to work and Improvix has an opportunity to evaluate the employee. During the Introduction and Training Period, the

employee and the Company have the right to terminate employment without advance notice. Improvix reserves the right to extend the Introduction and Training Period in its sole discretion. Employees rehired within six months of termination do not have to complete a second Introduction and Training Period.

Open Door Policy

Improvix has an open door policy that allows employees to communicate job-related issues with immediate supervisors, and senior executives supporting corporate support functions (HR, Accounting, and Payroll), depending on the circumstances. Our open door policy allows improved communication across all levels of Improvix, addressing issues or challenges proactively before they become larger problem areas, and promoting an open and welcoming work culture.

Lines of Communication

Step 1: Immediate Improvix supervisor or Manager, for any job-related issues or questions, depending on the circumstances.

Step 2: Contact POCs for Support Functions:

HR – policy, benefits, employment relations

Payroll – paycheck, W2s, compensation questions

Accounting – expense report reimbursements

Step 3: Senior Executives for Support Functions

Attendance Policy

Punctuality and regular attendance are essential to the effective operation of Improvix. Improvix expects employees to maintain satisfactory attendance and to report to work on time every day, prepared to start work.

Unscheduled absences, late arrivals, and early departures must be kept to a minimum. Employees are also expected to remain at work for their entire work schedule.

If you are unable to work, you must call your Supervisor at least two hours prior to your scheduled start time. If your Supervisor is unavailable, please send an email to the HR Department (HR@improvixtech.com). In cases of illness or injury, you must notify your Supervisor; phone calls from family members or friends are not acceptable unless serious health problems preclude you from calling. This notification does not excuse tardiness or absence.

Excessive absences or a continuing pattern of absence that interferes with the efficient operations of the Company or the employee's job performance may result in disciplinary action up to and including termination of employment.

Job Abandonment Policy

If you fail to report to work for three (3) consecutive business days without notifying your Supervisor or the HR Department, Improvix will consider your absence as job abandonment and a voluntary resignation. If you are unable to contact the Company due to extreme circumstances (such as a medical emergency), you or your representative must contact the Company as soon as practicable to explain the situation. The Company will consider the explanation before determining if the voluntary resignation will be upheld.

[See – Disciplinary Actions](#)

Employee Termination of Employment

Employees who wish to terminate their employment are urged to notify their Supervisor in writing at least two weeks in advance of their intended termination date. The employee's Supervisor will inform Corporate Leadership and the HR Department. Upon termination, each employee shall promptly deliver to Improvix all confidential information and any other Improvix property in the employee's possession including all Company and Government Furnished Equipment (GFE) such as badge, cell phone, laptop, etc.

[See – Employment At-Will](#)

Work Hours

Due to the nature of Improvix's business, an employee's work schedule will vary depending on their job. Regular hours of operation will vary based on client and/or site requirements, Monday through Friday. Unless an employee is approved for an alternate work schedule in coordination with their supervisor and Improvix Corporate, all full-time employees are expected to work a minimum of eight (8) hours a day, five (5) days a week.

Employees are allotted up to one (1) hour for lunch each day unpaid, in addition to the eight (8) hours worked. Each employee should check with their Supervisor to confirm their working hours.

Staffing needs and operational demands may necessitate variation in start and finish times, as well as variation in the total hours that may be scheduled each day and week. Variations must be approved in writing by the Improvix's Supervisor, who then gets final approval from Executive Management.

In order to allow colleagues to plan for their time off, it is the Company's practice to notify an employee of changes to their work schedule as far in advance as reasonably possible to ensure sufficient coverage is met.

Core Hours

All employees are expected to work during core work hours. Core work hours for Improvix Corporate office is 8:30am – 5:00pm (Eastern Standard Time); For all other employees, core work hours vary widely and are dependent upon Improvix customer's core hours, approved flexible schedules, client expectations and can fluctuate across contracts.

Contractual core work hour requirements overrule Improvix core work hours. Employees must ensure that they understand the core work hour requirements for their contracts. Exceptions to this policy will be made on a case-by-case basis by Executive Management.

Employees may visit the corporate office during these core hours, however, please make arrangements with HR or your Improvix Supervisor, prior to visiting the corporate office.

Timesheets & Pay Schedule

Improvix requires that all employees submit their timesheets by COB on the 15th and the last calendar day of each month. We issue semi-monthly paychecks to employees on the 7th and 22nd of each month. Except

for part-time employees, and regardless of salaried or hourly, employees must submit completed time sheets meeting the minimum pay period hours.

Time submitted must be filled with worked hours, holiday hours, paid time off (PTO), leave without pay (LWOP), or other authorized pay category totaling up to working hours required per pay period. The required number of hours may vary based on the contract you are supporting.

All employees must record their time worked or any leave taken daily in Improvix's Timekeeping System. Employees must complete timesheets for the current pay period only. Do not record work hours in advance of time worked.

Accurate and timely recording of hours by each employee is essential. When completing the daily timesheet, each employee must enter:

- Time worked in full or half-hour increments.
- Time against a valid labor charge code.
- The number of overtime hours worked on a separate line with the same charge code used for the regular hours worked. Overtime (if applicable) is paid as Straight Pay for any hours approved over 40 hours a week.
- Please discuss overtime policies unique to your Client Site with your supervisor or during your new hire orientation. Some Clients calculate overtime differently than others and Improvix must adhere to our Customers' preferences in how billable overages are calculated. Some Customers only consider overtime hours in excess of the monthly allowable limits, while other Customers consider overtime hours in excess of the weekly 40-hour standard.
- Any leave taken with a corresponding leave request.

Employees are required to:

- Enter their time worked into the Improvix Time Keeping System daily to remain DCAA (Defense Contract Audit Agency) compliant.
- Complete and electronically sign their timesheet in Improvix's Time Keeping System on a semi-monthly basis by COB on the 15th and the last calendar day of the month.
- Employees on leave on the last day of the pay period must complete and sign their timesheet prior to departure.
- If a supplemental timesheet is required by the customer, employees must ensure that the timesheet matches the timesheet in Improvix's Timekeeping system.

The submission of incorrect timesheets may result in your paycheck being delayed.

Once the employee submits the timesheet in Improvix's Time Keeping System, it is electronically submitted to the employee's Supervisor for review and approval. You cannot change your submitted timesheet without providing an accurate reason for the change. Supervisors will be held accountable by Improvix to ensure that the work and leave recorded by their employees for each pay period are correct. If a Supervisor identifies an error or discrepancy during the review process, the Supervisor must reject the timesheet in Improvix's Time Keeping System and include a written explanation for the rejection. The employee must then take immediate action to make the appropriate correction to the timesheet in Improvix's Time Keeping System, include a note in the comment section detailing the reason for the

correction, and resubmit the corrected timesheet. Please be as detailed as possible when describing any changes.

In compliance with Federal and State wage and labor hour laws, timesheets for exempt and non-exempt employees must reflect total hours worked. With management approval, non-exempt employees may make up lost time during the same workweek.

By signing your timesheet, you certify that the time you have recorded and submitted for payment is a true and accurate representation. Falsifying your timesheet is grounds for disciplinary action up to and including immediate termination of employment.

Charge Codes

Direct Charge Codes

If your employment supports one or more of Improvix's customers, you will be provided with a charge code to record your time. The Customer may require you to record time in a supplemental timekeeping system, therefore, please ensure hours recorded in this timekeeping system matches Improvix's timekeeping system. The code will be issued according to Improvix's contract with the customer. If you do not have access to a specific charge code, please contact accounting@improvixtech.com

Indirect Charge Codes

These codes are reserved for corporate staff and other employees supporting Improvix's corporate office. If you are invited to help support corporate activities, please be reminded that your primary job takes precedence over corporate activities. Prior approval from executive management is needed for indirect codes.

DCAA Floor Checks

Improvix is required to follow the Defense Contract Audit Agency (DCAA) rules and regulations. In order to remain in good standing with DCAA, we are required to perform "Floor Checks". The Floor Check is DCAA's method of "...verifying the existence of employees..." and determining whether adequate timekeeping practices and controls related to timekeeping are in place and working properly. The purpose is to ensure that employees are at work, performing the assigned job classification and time (labor) charged to the proper cost objective.

An employee's failure to complete their timesheet in a timely fashion may result in withholding of their paycheck and/or result in disciplinary action up to and including termination.

[See – Disciplinary Guidelines](#)

Overtime Pay

Employees may be asked to work overtime at the request and authorization of their Improvix Supervisor or Improvix's customer. Employees who qualify as administrative, executive, or professional employees within the restrictions of the Fair Labor Standards Act (FLSA) are exempt from overtime pay. Under special circumstances exempt employees may be eligible for overtime at the same hourly rate as their regular hours, however it must be approved in advance by their Improvix Supervisor. **Only hours supporting Improvix's customers are eligible for overtime pay.**

Overtime pay is based on **hours actually worked** per workweek in accordance with state and federal requirements. If PTO or Holiday (non-worked) hours are recorded, overtime pay may be adjusted to account for these non-worked hours.

Steps for requesting and receiving Overtime Pay:

- 1) Receive Approval from Customer and Improvix Supervisor.
- 2) Record the overtime hours on your timesheet.
- 3) Overtime will be calculated and paid out **quarterly**.

Flex Time

Flex Time are hours that can be managed by the employee, **within a pay period**, where the total hours worked do not exceed the number of hours required for that pay period. If an employee would like to request a long-term arrangement, please see the “Flexitime Schedule Policy” below.

Examples:

- Employee takes off 2 hours for a doctor’s appointment on Monday the 3rd but works an extra 1 hour on both Tuesday the 4th and Wednesday the 5th, to make up for the 2 hours missed.
- Employee is asked to stay after hours to trouble shoot operational problems on Friday the 8th, and then takes time off on Monday the 11th to make up for the extra hours worked.

Requirements:

The employee is in communication with their Supervisor and all Flex Time is handled **within a pay period** (between the ranges of the 1st and 15th or 16th through the 31st).

- Request time off on program specific calendars to ensure coverage for normal hours not being worked.
- Enter all hours in Improvix’s Time Keeping System.

[See Appendix VII: Flexitime Schedule Policy](#)

Telecommuting Policy

Improvix considers telecommuting to be a viable alternative work arrangement in certain cases. Telecommuting allows employees to work outside of an Improvix worksite for part or all of their regular workweek. Telecommuting can be informal, such as working from home, or on the road during business travel, or formal. More information regarding our Telecommuting Policy can be found in Appendix VII.

[See Appendix VIII: Telecommuting Policy](#)

Improvix Technologies offers a comprehensive benefits package in which some plans start on the first day of employment, so there is no delay in coverage for you and your family. Benefits ranging from Health and Dental to 401k provide our employees with financial and health protection they deserve. Below is a high-level overview of Improvix's benefits:

Benefits Overview

| Benefit | Improvix Offer |
|---|--|
| Health | Choice of Base, Mid or Top Tier Plans <i>*Company covers 70% of the Base Tier premium for employee/family. That Employer covered amount is then applied to all plans and premiums*</i> |
| Dental | Company covers 70% premium of employee/family |
| Vision | Company covers 70% premium of employee/family |
| 401k | Company matches 50 cents for every \$1 invested up to a 6% total match (Immediate Vesting Schedule) <i>*** Eligibility upon completion of Introduction and Training Period ***</i> |
| Life Insurance | Company covers the cost of the premium for 1x salary |
| Long-Term Disability | Company pays maximum 1 year |
| Short-Term Disability | Company pays maximum 6 months, up to 60% of your salary |
| Personal Time Off (PTO) | For the 1st year of service with the Company, you receive 3 weeks. After the completion of your 1st year of service, you receive 4 weeks. |
| Holidays | Company observes 11 federal holidays |
| Parking | Company reimburses up to \$100 per month |
| Training | Company covers up to \$2,000 per year |
| Flexible Spending & Health Savings Accounts | Improvix offers both FSA and HSA options for an added pre-tax benefit to help cover costs for medical, dental, and dependent care. <i>**Must enroll in the Base Tier Medical Plan to be eligible for an HSA**</i> |

Paid Time Off (PTO) Leave Policy

Improvix is at its best only when its employees are at their best. Our policy for Paid Time Off (PTO) provides employees with the flexibility to use time off to meet personal needs.

Improvix provides PTO to all full-time employees for time away from work for personal activities. Part-time and temporary employees are not eligible for PTO leave.

You are responsible for managing your PTO account. Improvix does not differentiate between sick time

or vacation time. It is important that you plan for how you will use it. This means developing a plan for taking your vacations, sick leave, medical appointments, and medical procedures, as well as mental health breaks or personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses. There is no rollover; employees may not carryover any unused PTO from one calendar year to the next.

PTO Leave Allotment

All full-time Improvix employees are eligible for PTO. Part-time and temporary employees are not eligible. While in the Introduction and Training Period (i.e., first 90-days of employment) new employees are not permitted to use PTO. We understand that emergencies happen, and in the event that you must use PTO during your first 90-days, you must provide Improvix with proper documentation of the illness/reason for absence and receive written authorization to use PTO or use LWOP.

PTO is provided to full-time employees as follows:

| Period of Employment with Improvix | Days and Hours Per Year | Hours per month (for prorated purposes) |
|------------------------------------|-------------------------------|---|
| 1-12 months of service | 15 days or 120 hours per year | 10 hours per month |
| >12 months of service | 20 days or 160 hours per year | 13.33 hours per month |

- Employees will receive the yearly allotted amount of PTO on the first day of each calendar year or the prorated amount at the time of employment/month of hire.
- The amount of PTO that an employee receives is contingent on years of service.
- ***early termination of employment PTO policy

Example: a new employee starts on July 1

[See Appendix VI: Prorated PTO Calculation for New Employees](#)

Requesting Leave

All leave must first be approved by your Improvix Supervisor prior to any discussion with Customers or Customer Leads. All leave must be requested in writing, scheduled in advance, and approved by the employee’s Supervisor prior to the employee’s first day of leave. Leave requests must also be made in Improvix’s Timekeeping system. For full day absences, employees must record the same number of PTO hours as the employee’s regularly approved work schedule. Employees who work at Client worksites must also follow their onsite policies and procedures, as applicable.

You are required to provide your Improvix Supervisor and Government client Supervisor (if applicable) with advance notice of 48 hours or more and obtain approval prior to using PTO. This allows you and your Supervisor to prepare for your time off and ensure that all coverage and deliverables are met in your absence. PTO taken with less than 48 hours’ notice will be considered unscheduled PTO, which places a burden on supervisors and co-workers. Employees who use unscheduled PTO excessively (5 or more days) will be subject to disciplinary action, unless otherwise protected by applicable law. There may be occasions, such as sudden illness, when you cannot notify your Supervisor in advance. In those situations, you must inform your Supervisor of your circumstances as soon as possible.

If PTO is taken during a week when overtime, [see Overtime Pay Section](#).

Supervisors will respond to leave requests within three business days. Supervisors will only disapprove leave requests if an employee's PTO may negatively impact meeting critical deadlines, completing key deliverables, and/or significant impact to staffing/coverage requirements. Employees are encouraged to make arrangements to complete tasks and arrange for alternative coverage with colleagues and teammates prior to requesting/scheduling their leave. Improvix will resolve conflicts between two or more employees' requests fairly. Generally, preference will be given to the employee who makes the request first, but other factors may be considered including seniority and the amount of vacation already taken by the employees involved. Any leave requests more than 40 hours Supervisors must notify HR.

Recording Time Off

You must record all PTO usage in Improvix's Time Keeping System. Employees are required to track absences for illness, work related illness/injury, or vacation time. **When a paid holiday falls during a scheduled vacation, the hours are not deducted from PTO.**

PTO at Termination of Employment

When employment terminates, all unused PTO will be forfeited, as it has not been accrued, and will not be paid out. Employees may not use vacation leave after they have resigned. Previously approved vacation leave that falls within the resignation notice period may be denied at the Company's discretion. If employment is terminated and the employee's PTO balance is in the negative, the employee agrees to reimburse Improvix Technologies for the cost of the PTO advance. The amount owed will be calculated based on the employee's salary, and the number of PTO hours owed. The amount will be deducted from the employee's last paycheck. In the event the amount owed to cover the negative PTO balance exceeds the amount of the last paycheck, the employee agrees to reimburse Improvix within 30 days of the last date of employment.

Leave without Pay (LWOP)

Because the Company offers a generous leave package and allows employees to "make up" time, the use of leave without pay (LWOP) is not allowed for extended periods of time. For information on making up time employees should contact their Improvix Supervisor for potential options. Making up time cannot result in overtime unless approved by the employee's Improvix Supervisor. In addition, LWOP may be detrimental to efficient Company operations and will be monitored closely by Improvix's Executive Management. LWOP is reserved in instances where an employee may not have adequate time accrued or has a negative PTO balance. In rare cases, an employee's Improvix Supervisor/Manager may approve LWOP for extenuating circumstances. However, management reserves the right to approve or disapprove any requests for LWOP. Please be reminded LWOP will impact employee utilization and performance evaluations.

[See - Performance Standards and Evaluations](#)

All accrued PTO must be exhausted before requests for LWOP to be considered for approval. Exempt employees may not take LWOP in less than full day increments. Requests for LWOP must be made in advance. Excessive use of LWOP without prior approval is grounds for discipline, up to and including termination.

When the employee anticipates returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave or as soon as feasible.

Upon completion of the LWOP absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

Leave Without Pay (LWOP) COBRA Requirement

Employees on more than thirty [30] days of consecutive leave without pay status will be removed from our active plans effective the first of the month following their change to Leave of Absence status and provided with their COBRA rights notice and subsequent information on how to apply. The reduction of hours resulting from an employee's leave is a COBRA qualifying event.

Employees on FMLA and certain STD leave types are exempt from this requirement.

Employee's Share of Health Insurance Premiums During Leave

During short Leaves of Absence, normally 30 days or less, employees can continue group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee were actively working.

Once in an unpaid status, employees must pay their portion of the group health premium through a method determined by the Company upon leave.

The Company's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late.

Holiday Leave Policy

Improvix recognizes the following 11 paid Federal Holidays each year:

| | | |
|---------------------------------|------------------|------------------|
| New Year's Day | Juneteenth | Veterans' Day |
| Dr. Martin Luther King, Jr. Day | Independence Day | Thanksgiving Day |
| Presidents' Day | Labor Day | Christmas Day |
| Memorial Day | Columbus Day | |

Please see the OPM site for applicable dates: www.opm.gov.

Employees assigned at a worksite where the Customer observes alternate dates must observe the holiday schedule of the Customer.

If an employee who works onsite is required to work on a Company holiday due to Customer requirements, you may either: (i) request approval from your Supervisor to select an alternate day off in

lieu of the designated holiday within the same pay period; or (ii) elect to receive your holiday pay by recording the holiday time on your timesheet.

The following conditions apply to the Company's holiday leave policy:

- If a holiday falls on a weekend, it will be observed on the workday observed by the Government.
- Holiday pay will not be considered as time worked for overtime calculations.
- Holiday pay is computed at an employee's base rate of pay.
- Holidays will not be paid to employees on any type of unpaid leave (LWOP).
- **If a new holiday is added by the Federal Government, it does not become a holiday for Improvix, until it is incorporated in our contract with the customer.**

Family and Medical Leave

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Employees are eligible to take FMLA leave if they have worked for Improvix Technologies for at least 12 months and have worked for at least 1,250 hours over the previous 12 months. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within 1 year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason.

For current information regarding FMLA including fact sheets, detailed definitions, and up-to-date regulations, please visit the Department of Labor's website at www.dol.gov/whd/fmla . To the extent state or local laws provide a greater benefit to the employee than this policy, those laws shall apply. Applicable state and local laws will be reviewed by the leave administrator upon receipt of an FMLA request.

During the time you are on FMLA, you will need to pay the same benefit premiums (medical, dental, vision etc.) you pay while actively working. Payment information will be mailed to your home address on file. Failure to make payments could result in loss of benefit coverage.

Jury Duty

Improvix supports employees serving on jury/witness duty as a civic responsibility and provides for periods of paid absence to protect employees from loss of income under these circumstances. An active full-time employee is eligible for forty (40) paid juror or witness service hours per summons, which may be charged to the applicable jury/witness duty pay code. A part-time benefit-eligible employee (who works at least 30 hours per week) is eligible for pro-rated hours based on their actual missed work time. For example, if the regular part time schedule is to work Monday/Wednesday/Friday, jury duty will be reimbursed for time missed on Monday, Wednesday, or Friday during the assigned jury duty week, but not on Tuesday and Thursday.

When an employee is summoned to serve on a jury or to serve as a witness, they must present the jury summons or subpoena to their manager in advance of the jury/witness duty. Employees should use the applicable pay code for jury/witness duty so long as the employee is not a party to the legal action, and/or is not appearing as a witness against Improvix Technologies.

To the extent state or local laws provide a greater benefit to the employee than this policy, those laws shall apply. Employees can submit any questions regarding their jury duty leave by emailing HR@improvixtech.com.

A separate charge code must be used for this leave; please contact HR for use of this charge code.

Military Leave

Improvix Technologies provides military leave for those who perform services in the Uniformed Services in accordance with USERRA (The Uniformed Services Employment and Reemployment Rights Act). Improvix offers differential pay for up to two weeks for reservist training or up to 6 months for active duty, upon submittal of proper documentation to payroll@improvixtech.com.

During the time on military leave, employees will pay the same benefit premiums (medical, dental, vision etc.) you pay while actively working. Payment information will be mailed to your home address. Failure to make payments could result in loss of benefit coverage.

If military leave continues longer than six months, the employee becomes eligible to continue medical, dental, vision and FSA coverage through COBRA. COBRA information will automatically be sent to the employee's home address on file.

For additional information regarding USERRA including fact sheets, detailed definitions and up-to-date regulations please visit the Department of Labor's website at www.dol.gov/vets/programs/userra.

A separate charge code must be used for this leave; please contact HR for use of this charge code.

Bereavement Leave

Improvix provides up to three (3) paid days off due to the death of an immediate family member. An immediate family member is defined as a spouse, domestic partner, child, parent, or sibling, to include any alternate versions of these relationships modified by great, grand, in-law, step or half.

A separate charge code must be used for this leave; please contact HR for use of this charge code.

Days off may be taken on or after the day of death and need not be consecutive days. Employees are responsible for communicating to their Supervisor the request for bereavement leave as soon as possible (but not later than the first day of absence), informing management as to whether the days are to be consecutive and using the appropriate bereavement code in Improvix's Time Keeping System. Supervisor approval of the employee's timesheet is considered approval for the use of bereavement leave.

Short Term and Long-Term Disability Leave

Short and Long-Term Disability Leaves are absences from work due to pregnancy or a non-work-related illness, injury, or accident. All Short- and Long-Term Disability Leave requests are processed in accordance with Improvix's disability plans and State-mandated disability plans.

Compensation is paid during disability from Improvix's third party administrator once the leave has been certified and approved.

While on approved disability leave, the employee will be paid 60% of pre-disability base pay from Improvix's third party disability administrator on a weekly basis for as long as the disability is approved. The employee and their medical provider will be asked to submit medical documentation to obtain approval.

Under some circumstances, employees on an approved disability may be released to return to work in a limited duty capacity while remaining on disability and transitioning back to work. Any restrictions regarding this are determined by the disability administrator and the employee's medical provider. Improvix managers will attempt to meet the requested accommodations, but Customer requirements and contract specifications will need to be met under all circumstances.

If the employee elected a Long-Term Disability plan, benefits begin on the 180th day of continuous approved disability. Long-Term Disability benefits are non-taxable.

When disability ends, and the employee can return to work, the employee must provide a release to return to work from their medical provider to HR@improvixtech.com and notify their Supervisor. This release must be received prior to the employee's first day back at work. FMLA leave runs concurrently with Short and Long-Term disability leaves.

During the time on disability, employees pay the same benefit premiums (medical, dental, vision etc.) you pay while actively working. Payment information will be mailed to the home address on file. Failure to make payments could result in loss of benefit coverage.

A separate charge code must be used for this leave; please contact HR for use of this charge code.

Worker's Compensation Leave

Improvix has Workers' Compensation and Employers Liability Insurance which provides coverage of medical costs and lost wages to employees who are injured or become ill while on the job. This leave is processed in accordance with state Worker's Compensation laws or the Defense Base Act. Should an employee sustain a work-related injury or illness, even if the injury appears to be minor, he/she must immediately notify his/her department Supervisor and HR@improvixtech.com.

FMLA runs concurrently with Workers' Compensation Leave. During a worker's compensation leave, the employee will pay the same benefit premiums (medical, dental, vision etc.) paid while actively working. Payment information will be mailed to the home address on file. Failure to make payments could result in loss of benefit coverage.

A separate charge code must be used for this leave; please contact HR for use of this charge code.

Training, Conference, and Seminar Policy

Improvix provides employees with access to training, conferences, and seminars to enable them to undertake their assigned activities and responsibilities with competence and confidence.

For more information: [See - Appendix IV Training, Conference, & Seminar](#)

Business Expense & Travel Policy

Employees may be authorized for travel for two primary purposes: (1) in support of a Customer requirement or (2) in support of Corporate activities. The following policy primarily pertains to employees traveling at the request and approval of a Customer. Employees who are authorized travel expenses for Corporate activities will receive such approval in writing from their department Vice President. Improvix defaults to GSA's Federal Travel Regulations (FTR) in our approach and considerations of all employee travel requests.

For more information: [See - Appendix V Business Expense & Travel Policy](#)

Training Reimbursement Policy

Improvix is committed to investing in our personnel, including payment for work-related courses, certifications, degrees, trainings, workshops, seminars, trade shows, etc. We believe that it is in the best interest of each employee to regularly enhance and expand their skillsets, knowledge base, and experiences.

Full-time employees who have successfully completed their Introduction and Training Period are eligible for annual reimbursement of pre-approved expenses up to \$2,000 (annual maximum) per employee to accommodate ongoing professional growth.

Each year, during the annual performance evaluations, we will set aside time to explicitly discuss professional growth opportunities such as training, workshops, shadowing, advanced education, etc., that aligns with your position's scope of work or any future positions that you wish to apply for.

Any requests for Training or Tuition Reimbursements must be made on: "Improvix Training Application" prior to paying or enrolling for the course or training. Once approved, employees may proceed to enroll.

Tuition and Training Reimbursement Criteria

Improvix will provide reimbursement for tuition, books, trainings, conferences, certifications, and admission fees if:

- Full-time employee has completed their Introduction and Training Period and,

- Course/Training is directly related to the job held by the employee or future job opportunities at Improvix, or
- Considered to be of value to Improvix’s status with its Customers, and
- Taken from an accredited institution, college, or university.

Management will ensure the fair and equitable administration of this policy in accordance with Improvix's Equal Employment Opportunity and Non-Discrimination and Anti-Harassment Policies.

Reimbursement will be made for each course (up to the annual maximum) in which you receive the following grades:

| | |
|-----------------------|----------------------|
| Undergraduate courses | Grade C or higher |
| Graduate courses | Grade B or higher |
| Pass/fail courses | Pass |
| Certificate course | Certificate Received |

Improvix will either pay for or reimburse employees for training depending on the type and timing of the training. If the employee takes Mandatory Training, the Company will pay for the training in advance whenever permissible. All reimbursements are processed through Improvix's Payroll System and may be subject to income tax. The payment of any taxes due is the sole responsibility of the employee.

An employee is ineligible for reimbursement if:

The employee has received a disciplinary action within six months prior to his or her request for pre-approval. The employee's employment with Improvix is terminated (except for Company lay-off).

If an employee receives a tuition or training reimbursement and that employee’s employment with Improvix is terminated (except for Company lay-off) or if the employee resigns within one-year of the date of reimbursement, the employee will be required to reimburse Improvix the full amount of the tuition and/or training paid out. Repayment of the balance owed may be deducted from the employee’s final paycheck. In the event the amount owed to cover the tuition or training costs exceeds the amount of the last paycheck, the employee agrees to reimburse Improvix within 30 days of the last date of employment.

Business Expense Reimbursements

All travel and business expenses must be preapproved by Improvix to qualify for reimbursement.

Expenses on Behalf of an Improvix Customer

Prior authorization and approval are needed, in accordance with Improvix’s contract with the customer. This will be reimbursed at the maximum per diem rate issued under the current Federal Trade Regulation (FTR).

Expenses on behalf of Improvix

Prior authorization and approval are needed from Executive Management. This will be reimbursed at the actual cost of the travel. Reimbursement of travel expenses will be based on reasonable and actual expenses.

All requests for travel reimbursement must be submitted on an Expense Report pursuant to Improvix's [Expense Report Policy](#) (see below). Itemized original receipts are required for all expenditures over \$20.00. All receipts, even for reservations and payments made by Improvix on behalf of the traveler, must be included and reported on the expense report. Any costs incurred by the employee will only be reimbursed.

Improvix may deny reimbursement of any expense not permitted under applicable law or not in compliance with any Improvix policy. Improvix may also deny reimbursement of any expense it deems inappropriate or excessive.

Unless otherwise stated herein, **the following items will not be reimbursed by Improvix without prior written approval from executive management:**

- Airline club memberships.
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges.
- Costs incurred by an employees' failure to cancel travel reservations in a timely manner.
- Haircuts and personal grooming.
- In-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies.
- Travel accident insurance premiums and/or purchase of additional travel insurance; or
- Other expenses not directly related to the business travel.

This list is not all-inclusive and there may be additional or similar non-reimbursable expenses.

Normally, reimbursable travel expenses will be covered in the categories referenced in the Business Expense & Travel Policy, but any bona-fide business expense not specifically covered herein (e.g., postage, baggage handling, document registration, and excess baggage costs due to transporting reports or materials) will be allowed. If an employee is on business travel for four (4) or more consecutive days, Improvix will reimburse the employee for reasonable laundry/dry cleaning services used during the travel periods.

Expense Reports

Preapproved and authorized expenses, such as commuter reimbursements or travel reimbursements, must be submitted to accounting@improvixtech.com. Expense Reports must be **submitted no later than 10 calendar days after the end of the month when costs were incurred**. Any expense reports submitted more than 30 days (for prior expenses) will not be considered for reimbursement.

All reimbursement requests must include an expense report, along with copies of relevant receipts and invoices. Travel expenses are to be recorded for each day of travel and specifically itemized. Please refer to the Expense Report for Instructions on how to complete an expense report.

The accounting team will review your expense report for appropriateness, accuracy, and completeness, and may return it to you for necessary revisions before reimbursement will be issued.

Outside Employment Policy

Any outside employment undertaken by an Improvix employee must not conflict with the Company's interests or interfere with the employee's ability to perform their duties. No outside employment activity may take place during the Company's regular hours or involve the use of the Company's resources.

Employees must understand that this is your primary employment, and if any other activity that you engage in conflicts with what your duties are at Improvix, it may lead to disciplinary action, or termination of employment. We expect all employees to be transparent about outside employment, and to ensure that there is not a conflict of interest between the second employer and Improvix.

Performance Standards and Evaluations

Improvix expects our employees to be self-motivating and self-disciplining when it comes to managing their own job performance. We encourage all employees to be self-starters and continuously take initiative in their work. In addition to routine check-ins and feedback sessions,

Improvix will provide formal annual performance evaluations for each employee based on direct experience and in consultation with the Improvix Supervisor and Customer. Performance Reviews are intended as a source of communication between employees and their Improvix Supervisors to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance reviews do not necessarily result in merit increases. Special performance reviews may also be conducted at times deemed necessary or appropriate by an employee's Supervisor due to a decline in work performance or change in responsibilities etc.

We strive to provide constructive feedback to maximize each employee's professional growth and job satisfaction. In the unlikely event that an employee fails to meet their position's performance standards, we will provide necessary coaching, counseling, training, and in extreme cases, disciplinary measures to assist the employee in overcoming obstacles and achieving success.

Performance management is a continuous process by which supervisors and employees develop performance goals on an annual basis to ensure that employees understand and meet their job expectations, as well as company and professional development objectives.

Performance management has these key components:

- Performance Metrics
- Performance planning,
- Managing and accessing performance, and
- Performance improvement.

Informal performance feedback should occur throughout the year. Professional development is the responsibility of the employee; employees and supervisors are encouraged to engage in professional development conversations. Formal documented performance assessments are conducted annually. To request a copy of the Employee Performance Evaluation form, please email HR@improvixtech.com. Employees are accountable for meeting performance expectations and Improvix's Standards of Conduct. Corrective action is deployed when an employee fails to meet performance expectations and/or violates Standards of Conduct.

Performance Metrics

All Improvix employees will be provided Performance Metrics at the time of employment. These metrics are tracked and will be reviewed during the employees' Performance Reviews. These metrics are factored into merit increases, if eligible.

Employee Utilization

In order to be considered as a Full-time Employee (See [Full-time Employee](#) Section) and maintain this status, employees must work all available hours without the excessive use of Paid-time-off and Leave-without-pay. Improvix will track employee utilization on a monthly basis. This utilization rate will be tracked and will influence Performance Reviews (See above).

Utilization Calculation:

of actual hours for the year “worked” divided by the total hours for the year

| | |
|--|----------------|
| # of Hours Per Day | 8.0 |
| # of Hours Per Week | 40.0 |
| # of Weeks in a Year | 52.0 |
| # of Hours Per Year | 2,080.0 |
| # of Holiday Hours (11 Federal Holidays) | -88.0 |
| # of Hours of Average PTO (depending on tenure) -- blended | -140.0 |
| Total Workable "Productive" Hours | 1,852.0 |

All Full-time Employees supporting Improvix Customers must work at least 1,852.0 hours to maintain an average utilization rate of 89% unless exceptions are made in the employee’s offer letter.

| Employee Category | Performance Metrics |
|--|---|
| Employees, supporting Improvix Customers | <ul style="list-style-type: none"> • Timesheets completed timely with accuracy. • Utilization Target of 89% • Follow Improvix Policies and Procedures • Responsive to Improvix communications, See – Email Usage Policy • Attend and complete Mandatory Trainings timely |
| Other Employee Metrics: | <ul style="list-style-type: none"> • Additional metrics will be identified in the employee’s offer letter |

Disciplinary Guidelines

Improvix’s management will have an understanding of the facts and circumstances before assessing appropriate discipline. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All disciplinary decisions should be made in consultation with Human Resources.

Situations may arise where an employee’s conduct and performance violate several different policies and on different levels of progression. In these situations, the totality of circumstances for all violations will be assessed when determining appropriate action.

| | |
|----------------|------------------------------|
| Stage 1 | Verbal Reprimand |
| Stage 2 | Written Reprimand |
| Stage 3 | Performance Improvement Plan |
| Stage 4 | Termination |

Stage 1: Verbal Reprimand

The first step in Improvix’s progressive disciplinary policy is the “verbal reprimand.” This is a verbal warning to an employee that his or her conduct is unacceptable, and that repeated or continued failure to conform his or her conduct or performance to Improvix standards will result in more severe disciplinary

action. A written record of the notice of the verbal warning will be made and retained in the employee's personnel file.

Stage 2: Written Reprimand

The second step is a "written reprimand." This reprimand will describe the unacceptable conduct or performance of the employee and specify the changes or improvements that are needed. A copy of the written reprimand will be retained in the employee's personnel file.

Stage 3: Performance Improvement Plan (PIP)

PIPs are implemented when an employee is not meeting overall performance expectations in the execution of their job responsibilities. The intent of the Performance Improvement Plan is to remedy performance deficiencies. PIPs are developed and implemented, at minimum, for a period of thirty (30) days and can be extended at the discretion of management. The PIP contains objectives and performance standards which must be achieved over the course of, at minimum 30 days. Corporate Leadership meets weekly with the employee to monitor performance and provide constructive feedback. It is at the discretion of management to end a PIP in advance of the end of the assessment period if it is determined that the employee is not meeting expectations, or, if the employee has achieved PIP objectives and sustains performance expectations.

Stage 4: Termination

The final step in the disciplinary procedure is the termination of the employee. If an employee fails to conform to his or her conduct or performance to the standards required by Improvix, then Improvix may, at its sole discretion, terminate the employee's employment.

Notwithstanding the foregoing progressive disciplinary procedure policy, Improvix reserves the right to administer discipline in such manner as it deems appropriate to the circumstances, and may, at its sole discretion, eliminate any or all of the steps in the procedure.

[See - Employment At-Will](#)

Use of Company Property

Use of Company facilities and property are for Improvix employees and agents only. Personal use of Improvix property is prohibited. Employees may not allow other individuals to use any laptop computer and/or related equipment and accessories that have been provided to the employee by Improvix. Office supplies, postage machines and mailing supplies, and other Company property are to be used solely for Company business purposes. Depending on the employee's job duties and function, an employee may be provided company property.

Use of Government Property

The term for Government Property is "Government Furnished Equipment (GFE)". Government Furnished Equipment (GFE) (FAR Part 45) is equipment that is owned by the government and delivered to or made available to a contractor. GFE is normally specified in a contract with Improvix's customer. The determination of GFE is usually made by the government Program Manager (PM) and Contracting Officer. If an employee is provided with GFE, they must insure they adhere to all security protocols issued by the government agency. If employment terminates with Improvix, all GFE must be returned to Improvix timely, if not, the employee's last paycheck will be delayed. This may impact the employee's security clearance.

Use of Personal Property

Use of personal property is strictly prohibited, unless the employee is granted a waiver from Executive Management. If this waiver is received, we expect the employee to adhere to the “Use of Company Property” guidelines mentioned above. If personal property is used, all data must be saved/stored on Improvix’s SharePoint or OneDrive. Data stored locally is STRICTLY PROHIBITED. Government data saved on personal property is also STRICTLY PROHIBITED. If employment terminates with Improvix, all Improvix data MUST be deleted from the employee’s personal property.

Improvix Email Account Policy

All employees will be issued an Improvix email account at the time of hire. This email account will serve as the primary method of communication from Improvix’s corporate office. This email account also provides access to the Timekeeping System, Microsoft Office Applications, and important communications from HR, Payroll, Accounting, Security Office, and Executive Management. Some of the communications received may impact the employee’s employment status, therefore it must be monitored closely; for example: open enrollment for benefits, mandatory security training (to keep the employee’s clearance active), notices, reminders, and other important information.

All employees are REQUIRED to check their email regularly. Usage will be monitored and will be factored into the employee’s performance review.

[See - Performance Metrics: “Responsive to Improvix communications, if required”](#)

Property Use Policy

For all means of Property used, Company, Government, and Personal Property (with the appropriate waiver), the employee is responsible for the physical security of the property. All property used to support Improvix will be tracked accordingly. All employees must take the following actions to ensure the physical security of Improvix laptops and/or other related equipment and accessories:

- When not in use, laptops must be locked with a password and caution taken when entering any company passwords on the laptop.
- Store the laptop in a locked cabinet or desk when not in use.
- Do not leave your laptop or any other equipment in your vehicle. If it is necessary to leave equipment in your vehicle for a very short period, it must be locked in the trunk of the vehicle.
- When using the laptop in public areas, do not leave the laptop unattended for any length of time.

During travel:

- Do not pack your laptop or any other equipment in checked luggage.
- Attach a name tag or business card to your laptop to easily identify it during security checks or if lost.
- Store the laptop and any other equipment or accessories in a hotel room safe or locked suitcase when you are not in the room.

Policy Violations

Violation of the terms and conditions set out in the policy and the Equipment and Laptop Liability Release Form will result in the restriction and/or removal of the Improvix laptop computers and/or related

accessories and may result in further discipline up to and including termination of employment and/or other legal action.

If an employee's laptop and/or related equipment or accessories is stolen due to negligence, the employee will be responsible for the cost of replacing the laptop. Employees will sign an Equipment and Laptop Liability Hand Receipt Form to indicate receipt of the equipment and to authorize the deduction of wages in the event of total loss or damage.

[See - Disciplinary Guidelines](#)

[Electronic Media Usage Policy](#)

As a condition of providing technology, Improvix enforces certain restrictions on its workplace use and restricts such use to Company business purposes.

This policy must be followed in conjunction with other Improvix policies governing appropriate workplace conduct and behavior. Improvix complies with all applicable Federal, State, and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

The internal communication systems, as well as the equipment used and data stored, are always and remain the property of Improvix. All messages and files created, sent, received, or stored within the system should be related to Improvix business and are and will remain the property of Improvix.

Improvix reserves the right to retrieve and review any message or file composed, sent, or received. Even in cases when a message or file has been deleted or erased, it is still possible to recreate the message.

Therefore, ultimate privacy of messages cannot be assured to anyone. Although e-mail and voicemail may use passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Improvix retains the Administrator rights of all Improvix data, to include email.

[See - Disciplinary Guidelines](#)

[Guidelines for Appropriate Use of E-mail](#)

When using Improvix e-mail and other forms of electronic communication, appropriate workplace etiquette must be observed. The guidelines for appropriate and effective e-mail and other forms of electronic communication include:

- Avoiding sensitive subject matter that should be addressed in person, if possible.
- Using correct grammar, spelling, and punctuation.
- Reading all messages and responding when requested or expected.
- Avoiding the use of all capital letters.
- Avoiding the "reply all" function (i.e., system wide distribution) when not necessary or intended.
- Saving, printing, or deleting messages after reading to avoid using the e-mail server as permanent storage.

[See - Disciplinary Guidelines](#)

[Guidelines for Appropriate Use of the Internet](#)

Though Improvix encourages employee use of the Internet, while working on behalf of Improvix, its use is restricted to the following:

- Communicating with employees, vendors, or clients regarding matters within an employee's assigned duties.
- Acquiring information related to, or designed to facilitate, the performance of regularly assigned duties.
- Facilitating performance of any task or project in a manner approved by an employee's Supervisor.

[Prohibited Use of E-Mail, Voice Mail, Internet, and Other Electronic Communications](#)

E-mail, voice mail, and other electronic communications transmitted on Improvix equipment, systems, or networks may not contain any content that would reasonably be considered offensive, harassing, or disruptive to another individual. Offensive content would include sexual comments or images, racial slurs, gender-specific comments, or any comments that might be construed as offensive by a reasonable person based on race, age, sex, sexual orientation, religious or political beliefs, national origin, or disability.

Regarding Internet and e-mail access and use, employees should be advised that the Company expressly prohibits use of their Improvix e-mail, Intranet, or O365 instance for the following activities:

- Dissemination or printing of copyrighted materials, including articles and software.
- Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of Improvix or its business counterparts in violation of Company Policy or Proprietary agreements.
- Using offensive or harassing statements or language, including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside Improvix.
- Sending chain letters or e-mails.
- Gambling or engaging in any other activity in violation of local, State, or Federal law.
- Circulating jokes, comics, or non-job-related computer graphics.

Nothing in this policy should be construed to prohibit conduct that is expressly permitted or protected under applicable federal, state, or local laws.

Employees who violate the Electronic Media Usage Policy may be subject to disciplinary action, up to and including termination of employment.

[See - Disciplinary Guidelines](#)

Social Media Policy

Improvix understands that social media can be a fun way to share your life with family and friends. The use of social media, however, also presents certain risks and carries with it certain responsibilities. This is particularly true for our cleared personnel. This policy is intended to assist you in making responsible decisions about your use of social media.

"Social media" includes all means of communicating or posting content of any sort on the Internet, whether to your own or someone else's blog, journal, personal website, social networking or affinity website, web bulletin board or chat room, including but not limited to, Facebook, Instagram, Twitter, or any other form of electronic communication.

Ultimately, you are solely responsible for what you post. Before creating online content, consider some of the risks that are involved.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake correct it quickly. Always be fair and courteous to Improvix employees, customers, and partners. If you decide to post complaints or criticism, avoid using content that could be reasonably viewed as malicious, obscene, threatening, disparaging, or that might constitute harassment, bullying, threatening, or similar inappropriate or unlawful conduct. Never post any information or rumors that you know to be false about the Company, co-workers, customers, suppliers, or competitors.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

When using social media:

- Do not post Improvix trade secrets, policies, procedures, or any business-related confidential communications.
- Never post classified information.
- Do not comment on Improvix's facility security clearance level, or your own clearance level.
- Never represent yourself as a spokesperson for the Company. Be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, customers, or suppliers.
- Do not use Improvix email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Refrain from using social media while at work or on equipment we provide, unless it is work-related (i.e., advertising Improvix job opportunities or posting authorized corporate announcements).

Employees who violate the Social Media Policy may be subject to disciplinary action, up to and including termination of employment.

Workplace Conduct

EEO, Harassment, and Discrimination

It is the policy of Improvix not to discriminate or allow the harassment of employees or applicants as well as to afford an equal employment opportunity without regard to race, color, national origin, age, gender identity, marital status, sexual orientation, religion, citizenship (excluding positions requiring a security clearances), veteran status, military status, physical or mental disability, genetic information, or any other legally protected status.

Improvix's employment practices are designed to ensure that no discrimination occurs in all terms and conditions of employment, including but not limited to recruitment, advertising, job application procedures, selection, hire, assignment, training, transfer, promotion, demotion, compensation, benefits,

layoff, recall from layoff, termination or other privileges of employment, provided the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. All such decisions are based on the abilities and qualifications of the individual. Potential new hires are considered for employment opportunities based on merit, as measured against objective job requirements. We are committed to compliance with all applicable laws and regulations relating to equal employment opportunity, non-discrimination, and similar employee-related matters.

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, retaliation or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review or hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Executive Order 11246, all as amended, and/or any other federal, state, or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations.

Improvix will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals without a need to know, who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Improvix does not tolerate any form of harassment. We promote a safe workplace environment for all our employees and colleagues with whom we work daily. Any form of sexual harassment or bullying will result in immediate disciplinary action and potential termination.

If you witness and/or experience direct harassment, please do not hesitate to notify the Company's Chief Executive Officer, Aneesh Mehta. We will take proper steps to investigate any reported incident and respond accordingly. Employees who report complaints will not face any form of retaliation and their anonymity will be protected to the extent reasonably possible.

[Safety and the Violence-Free Workplace](#)

Improvix is committed to providing a work environment in which every person is treated with respect and dignity. Workplace violence is unacceptable and not tolerated. We prohibit retaliation against individuals reporting conduct they believe could be workplace violence, or for filing a claim, testifying, assisting, or participating in an investigation of workplace violence conducted by Improvix or by an agency, such as the federal Equal Employment Opportunity Commission (EEOC), the Office of Federal Contract Compliance Programs (OFCCP), or a state or local agency.

Improvix encourages employees to bring their disputes to the attention of their Supervisors or corporate management before the situation escalates. We will not discipline employees for raising such concerns.

Violations of this policy can lead to disciplinary action, including possible dismissal, and criminal prosecution as appropriate. Employees who engage in acts of violence, threats or intimidation, bullying, harassment, or those who refuse to cooperate in a fitness for duty evaluation in accordance with

applicable law will be subject to disciplinary action appropriate to the circumstances of the violation, up to and including separation of employment.

Improvix is committed to the protection of the rights, healthy work environment, safety and security of its employees and customers. It is our intent to provide a work environment that is safe, healthy, and free from intimidation, hostility, or any other conditions that may interfere with the performance of your work duties.

Employees should report any behavior they witness or messages they receive that they regard as threatening or violent, when that behavior or communication is job related. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person/persons who were threatened or were the focus of the threatening behavior.

All employees, customers, vendors, and business associates should always be treated with courtesy and respect. Employees are expected to refrain from physical altercations, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, bullies, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. Improvix resources may not be used to threaten, stalk, bully, or harass anyone at or outside the workplace.

Employees should promptly inform the Chief Executive Officer 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 regarding intimate partner violence. We are committed to supporting victims of intimate partner violence by providing referrals to the Company's employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

In the event an individual engages in violent or threatening behavior on Improvix property or uses any electronic means to make a threat against an employee, customer, visitor or other people, the manager will take appropriate actions to ensure the safety of the workplace and Improvix employees is maintained. These actions may include removal from the premises pending the outcome of an investigation.

Substance-Free Workplace

Improvix Technologies is committed to promoting and maintaining a safe, healthy, and productive work environment free of substance abuse for the benefit of its employees, customers, and the communities in which we operate. Safe work practices are a priority.

Employees must report to work unimpaired, in a mental and physical condition needed to enable employees to perform their jobs productively and in cooperation with other employees.

Recognizing that drug and alcohol abuse pose a direct and significant threat, Improvix is committed to ensuring a substance-free working environment for all its employees. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

Improvix strictly prohibits the following at any Company premise or place Company business is conducted:

- Any acts of illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.

- Any acts of unlawful manufacture, distribution, dispensing, possession, use of, or being under the influence of alcohol, controlled substances, drugs, narcotics, or any intoxicant.

An employee is considered impaired or under the influence if a substance:

- Impairs behavior and/or the ability to work safely and productively.
- Results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or
- Is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

Improvix Technologies may require a drug and/or alcohol screen at any time. An employee that violates any part of this policy is subject to adverse employment action up to and including dismissal and referral for criminal prosecution. We reserve the right to notify appropriate law enforcement officials regarding employees who engage in conduct and activities which violate this policy.

Management may approve, moderate alcohol consumption at certain off-premises, business-related meetings, or social gatherings.

Americans with Disabilities Act Policy

Improvix is committed to providing a workplace culture that appreciates all employees and colleagues, regardless of any disability, medical condition, or history of disability. Improvix Technologies shall not discriminate against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, layoffs, compensation, training, or other terms, conditions, or privileges of employment.

Improvix will make our best effort to provide reasonable accommodation to qualified employees or applicants who notify the Company of his or her disability. Exceptions to this policy would occur only in the event that such reasonable accommodation presents an undue hardship to the Company (i.e., overwhelming cost). Improvix encourages employees with disabilities to come forward and request an objective review for reasonable accommodation knowing they are protected from discrimination under the ADA.

Improvix need not employ a person with a disability who poses a threat to the health and safety of any individual in the workplace, which threat cannot be eliminated by a reasonable accommodation.

Employees whose disability poses a direct threat to the health and safety of other individuals in the workplace will be placed on appropriate leave until the Company determines their employment status. For the purposes of this policy, the following definitions apply:

- A person who has a disability means a person that demonstrates he or she:
 - Has a physical or mental impairment that substantially limits one or more major life activities (such as walking, talking, seeing, hearing, or breathing),
 - Has a record of such impairment; or
 - Is regarded as having such impairment.
- Essential Job Functions: activities that are core to performing an employee's job and that cannot be modified.
- Qualified Individual: an individual who:

- Meets the job-related skillset and experience requirements; or
 - With or without reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for.
- Reasonable Accommodation: any step the Company may take to allow an individual with a disability to complete the requirements of their job. Such steps may include, but not be limited to:
 - Making existing facilities readily accessible and usable by individuals with disabilities,
 - Job restructuring,
 - Modifying work schedules,
 - Reassignment to a vacant position,
 - Acquiring or modifying IT equipment, software, or devices,
 - Adjusting or modifying examinations, training materials or policies; or
 - Providing qualified readers or interpreters.
 - Undue Hardship: An action requiring significant difficulty or expense for Improvix. The factors to be considered in determining an undue hardship include the following:
 - Nature and cost (initial and recurring) of the accommodation,
 - Number and extent employees impacted by the accommodation,
 - Overall financial resources and limitations of the Company; and
 - Operational limitations of the employee's worksite.

Procedures for Requesting Reasonable Accommodation

Employees with a disability who believe they need reasonable accommodation to perform their essential job functions should contact the HR Department for an objective review of their circumstances. Upon receipt of your request, a member of the HR Department will meet with you to discuss and identify the precise limitations resulting from the disability and any potential reasonable accommodations that Improvix may be able to provide to assist in your professional success and job satisfaction.

Improvix will review with thoughtful consideration and commitment to providing the requested accommodation. The Company will inform the employee of its determination in writing, and if applicable, how the Company will make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal. The employee must submit a written statement to the HR Department explaining the reasons for the appeal. If the request for an appeal or the appeal is reviewed and denied, the denial of the accommodation will be Improvix's final determination.

An employee or applicant who believes that he or she has been discriminated against should contact the Chief Executive Officer immediately. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Religious Accommodations

Improvix will reasonably accommodate the religious observances and practices of all employees unless such accommodation creates an undue hardship for the Company. For example, accommodations will be made for employees who regularly observe Friday evening and Saturday, or some other day of the week, as their Sabbath, and/or who observe certain religious holidays during the year, and who are conscientiously opposed to performing work on such days, when such accommodations can be made without undue hardship on the Company.

Improvix will consider the following factors when making a religious accommodation:

- The sincerely held belief of the employee(s),
- Business necessities,
- Financial costs,
- Resulting staffing problems.

Any employee who requires religious accommodation should contact the HR Department.

Ethics

It is Improvix's standard of conduct and express policy that all dealings with our customers, suppliers, competitors, and co-workers will be conducted with the highest level of ethical behavior and in complete compliance with the spirit and letter of applicable laws and regulations.

Improper activities, or even the appearance of impropriety, could result in serious consequences for the company and employees involved in such activities. An employee's adherence to this policy is a significant indicator of the individual's judgment and competence and will be taken into consideration when evaluating future assignments and promotions. Insensitivity to, or disregard for, the principles set forth in this policy will be grounds for disciplinary action, up to and including termination. No employee or covered third party shall, on behalf of Improvix, engage in any conduct that violates any law or is otherwise inconsistent with the highest levels of honesty and integrity. If any such conduct is found, Improvix shall comply with all reporting and disclosure requirements.

It is also Improvix's policy to foster a free and open atmosphere that allows and encourages employees and covered third parties to make inquiries, or to report possible business ethics violations or violations of law, regulations, policies, or procedures, in good faith, without fear of retribution or retaliation for making such reports or inquiries.

Improvix is committed to upholding the highest standards in all our interactions and business activities with the U.S. Government. We also ensure we protect taxpayer resources and provide high-quality services and products. Complying with all laws and regulations and ensuring fair competition are fundamental to our values.

Whistleblower Policy / Reporting to Human Resources

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived disagreements or misconduct. We investigate any reported incidents and respond accordingly. Employees who report complaints will not face any form of retaliation and their anonymity will be protected to the extent reasonably possible. In the event the complainant would like to remain 100% anonymous, please make that request clear in your initial contact with your Supervisor or HR representative.

Each employee has a responsibility to cooperate honestly and fully in any investigation undertaken by the Company. Improvix will maintain confidentiality throughout the investigation to the extent consistent with adequate investigation and appropriate corrective actions. Please keep in mind, failure to fulfill your obligations under this policy could affect your rights to pursue legal action in certain instances. Employees

who violate Improvix's Whistleblower Policy may be subject to disciplinary action, up to and including termination of employment.

After completion of the investigation, Improvix will inform you of its decision and, if necessary, its responsive action to correct the situation. In all cases, the decision of the Company shall be final. This policy should not be construed as preventing, limiting, or delaying Improvix from taking disciplinary action up to and including termination of employment in circumstances where Improvix deems such disciplinary action is appropriate.

Reporting to Human Resources

If you believe you are subject to misconduct, we expect you to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. However, if (i) a situation persists that you consider detrimental to you or Improvix; or (ii) you have experienced or witnessed behavior that you believe is contrary to Improvix's policies, you have an obligation to inform management. In the event you need to do so, please adhere to the following steps and utilize the provided contact information below.

Step One:

Discuss the concern, disagreement, or misconduct with your Improvix Supervisor or Program Manager. If the issue has not been resolved, or if you feel discussing these matters with your Supervisor is inappropriate, you may proceed directly to Step Two. **Please do not discuss these matters with non-Improvix employees or associates (this includes customer/client managers, directors, chiefs, etc.).**

Step Two:

Request a meeting with an HR representative. To resolve the problem, the HR Department will conduct an investigation, and may review the matter with those who they deem necessary up to including Executive Leadership.

*** At any point, regardless of the matter, you are always welcome to reach out to Human Resources directly at HR@improvixtech.com. ***

Courtesies

All Improvix employees are prohibited from giving or receiving business courtesies that constitute, or could be reasonably perceived as constituting, unfair business inducements or that would violate law, regulation, or policies of Improvix Technologies, the Customer or the supplier or could cause embarrassment to or reflect negatively on Improvix's reputation.

Improvix specifically prohibits offering, giving, soliciting, or receiving any form of bribe or kickback-- these are criminal acts under federal and state laws. An employee may never use personal funds or assets to circumvent the provision of this policy. All business-related expenditures and reimbursements must be accounted for in accordance with approved Improvix policies and procedures.

Improvix is cognizant of the fact that its employees often have familial relationships as well as personal friendships with individuals with whom Improvix also has a business relationship—be it as a government customer, vendor, supplier, or subcontractor. Discretion and good judgment must always be exercised when giving/receiving gifts or other business courtesies to and from family and/or friends. To avoid real or apparent conflicts of interest, executive leadership should be consulted if the business courtesy (in

whatever form) could be reasonably perceived as based on the business relationship between the parties rather than a family or personal association.

[Business Courtesies to Government Personnel](#)

Government Personnel Generally: Federal, state and local government departments and agencies and similar foreign instrumentalities have rules concerning their employees' acceptance of business courtesies from firms and persons with whom they do business or regulate. These rules may be complex, and, in some instances, Improvix's policy is even more restrictive than those rules. In all cases, Improvix employees are prohibited from offering or giving a business courtesy to a government employee where it is not permissible under applicable law or regulation.

Federal Executive Branch Employees: The US government has strict prohibitions against federal agency employees accepting business courtesies. Most business courtesies are prohibited, although the regulations do allow an executive branch employee to accept unsolicited business courtesies, other than cash or equivalent, as long as the value is \$20 or less per event or presentation and the aggregate value of individual business courtesies that particular federal employee received Improvix-wide does not exceed \$50 in a calendar year. It is important to note that the aggregate value includes all types of business courtesies, including advertising or promotional items, business meals, or transportation. In any situation where the cost of the business courtesy exceeds the \$20 limit or the \$50 aggregate, the government employee is obligated to pay the actual cost of the courtesy—not the difference. Although the government employee is responsible to comply with these limits, no Improvix employee will knowingly provide business courtesies that exceed those limits.

Business Courtesies to Non-Government Personnel: It is an acceptable practice for Improvix employees to provide meals, refreshments, entertainment, and other business courtesies of reasonable value to non-government Customers provided this does not violate any law, regulation, or the Standards of Conduct of the recipient's organization. It is an Improvix employee's responsibility to inquire about prohibitions or limitations of the recipient's organization prior to offering any business courtesy. In all circumstances, business courtesy must be consistent with marketplace practices, infrequent in nature and may not be excessive, lavish, or extravagant.

Improvix employees are prohibited from providing or offering gifts having a fair market value of \$100 or more to a person or organization with which Improvix does or seeks to do business. Local transportation may be provided to non-government personnel consistent with the Standards of Conduct of the recipient's organization. Non-local travel expenses are permitted when offered in conjunction with the viewing or evaluation of Improvix services or to accommodate other legitimate business activities—provided the expenses are reasonable under the circumstances.

[Acceptance of Business Courtesies by Improvix Technologies Employees](#)

In connection with Business Discussions: Improvix employees are prohibited from using their positions to solicit or obtain business courtesies. It is the personal responsibility of each employee, in consultation with executive leadership, to ensure that accepting such business courtesies is appropriate and could not be reasonably construed as an attempt by the offering party to secure favorable treatment. Any individual who performs a procurement, financial function, whose duties include negotiating contracts/ concessions or who may be in the position of being the decision-maker regarding the selection of a particular supplier/vendor/subcontractor must be especially diligent in avoiding actions that could be perceived as favoritism or unfair.

Appendix I: Privacy Statement

Introduction

This Employee Privacy Policy Statement (the Privacy Policy) contains the policies, procedures and practices to be followed by Improvix Technologies, Inc. and any of its present or future subsidiaries (the Company) pertaining to the collection, use and disclosure of personal information (the Personal Information) of an identifiable person (the Individual) that is a present, future or former employee of the Company.

The Company recognizes the confidential nature of the Personal Information in its care and is accountable for the compliance of itself and its directors, officers, management, employees, representatives, and agents including consultants and independent contractors (the Staff) in protecting this Personal Information.

For the purpose of this Privacy Policy, the term 'Personal Information' has the meaning of any information or collection of information in any form, whether oral, electronic or written that pertains to the Individual excluding information that is publicly available in its entirety. Personal Information will also include any publicly available information that is combined with non-publicly available information.

Personal Information includes but is not limited to name, home address, home phone number, home email address, identity verification information, Social Security Number, physical description, age, gender, salary, education, professional designation, personal hobbies and activities, medical history, employment history, credit history, contents of resume, references, interview notes, performance review notes and emergency contact information.

Personal Information will not include the Individual's business title, business address and contact information when used or disclosed for the purposes of reasonable business communication.

The Company will implement policies and procedures that give effect to this Privacy Policy including procedures to protect and secure Personal Information, procedures to receive, investigate and resolve complaints, procedures to ensure adequate training of the Staff concerning the Company's privacy policies, and procedures to distribute new and current information pertaining to the Company's Privacy Policy.

Corporate Privacy Policy

The Company and the Staff will at all times respect the confidentiality of the Personal Information placed in its care. The Company will endeavor to ensure that policies affecting the collection, storage and disclosure of Personal Information reflect the confidential nature of the information.

The Company will comply with all applicable privacy legislation and regulations in force now and in the future related to protecting the confidentiality of Personal Information.

Purposes for which Personal Information is Collected

Personal Information will be collected, used and disclosed for purposes pertaining to the Individual's employment relationship with the Company, including but not limited to the administration of employee hiring, performance reviews, the administration of employee payroll, processing of employee benefit claims, and for the purpose of complying with all applicable labor and employment legislation.

The purposes for collecting Personal Information will be documented by the Company. Personal Information will only be used for the stated purpose or purposes for which it was originally collected. The purposes for which Personal Information is being collected will be identified orally or in writing to the Individual before it is collected. The person collecting the information will be able to explain the purpose at the time that the information is collected.

The Company may use Personal Information for a purpose other than the originally stated purpose where the new purpose is required by law or where the Company has obtained consent in writing from the affected Individual for each new purpose.

Knowledge and Consent

Knowledge and consent are required from the affected Individual for the collection, use and disclosure of all Personal Information subject to exceptions noted elsewhere in the Privacy Policy statement. Consent will not be obtained through deception or misrepresentation. Any use or disclosure of Personal Information will be within the reasonable expectations of the Individual. Subject to legal and contractual obligations, an Individual may withdraw their consent on reasonable notice.

Legislation and Regulation

Where the Company has Individuals living and working in different jurisdictions the specific rights and obligations of Individuals may vary between jurisdictions.

The Company is subject to privacy legislation in all jurisdictions in which the Company operates. If any term, covenant, condition or provision of this Privacy Policy is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the intent of this Privacy Policy that the scope of the rights and obligations of the Privacy Policy be reduced only for the affected jurisdiction and only to the extent deemed necessary under the laws of the local jurisdiction to render the provision reasonable and enforceable and the remainder of the provisions of the Privacy Policy statement will in no way be affected, impaired or invalidated as a result.

Where this Privacy Policy provides greater rights and protections to the Individual than the available governing law, the terms of this Privacy Policy will prevail wherever allowed by law.

Scope and Application

The rights and obligations described in this Privacy Policy will apply to all Individuals. The Company and the Staff must comply with the policies, procedures and practices described in the Privacy Policy.

Collection of Personal Information

The type and amount of Personal Information collected by the Company will be limited to the minimum necessary to accomplish reasonable business purposes. Personal Information will not be collected maliciously, indiscriminately or without a reasonable business purpose. Personal Information will be collected using fair and lawful means.

Access by Authorized Company Representatives

All Personal Information will be released internally only on a need-to-know basis. During normal and reasonable business practices it is the policy of the Company to grant designated Company representatives' access to Personal Information files. This access will not exceed that necessary to accomplish the specific business function of the Company representative nor the purpose for which the information was originally collected.

Accuracy of Personal Information

The Company will endeavor to ensure that all Personal Information collected is accurate and validated using reasonable business practices and procedures. The Company is also committed to ensuring that the Personal Information remains accurate for the purpose for which it was collected.

Rights of Access and Correction

The Company will make reasonable efforts to ensure that Personal Information is at all times complete and accurate for its stated purpose.

An Individual may apply for access to their Personal Information by submitting a request in writing along with adequate proof of identity to an authorized personnel officer. Where the application is made in person the requirement for proof of identity will be at the discretion of the personnel officer. The Individual will be provided with a copy of all available information that is not subject to restriction as described in this Privacy Policy. The Company may elect to provide sensitive medical information (the Medical Information) through a licensed medical practitioner. All Personal Information and Medical Information will be provided at no cost or at a minimal cost that is not prohibitive.

The Company will also provide a specific summary of how the Personal Information has been used and to whom it has been disclosed. Where a detailed account of disclosure is not available, the Company will provide a list of organizations to which the Personal Information may have been disclosed.

The Personal Information disclosed to an Individual must be in a form that is reasonable and understandable. Where the meaning of information is not clear then translations and explanations will be provided without additional cost.

Where an Individual suspects that an error exists in their Personal Information, the Individual may submit a request in writing for correction. This request should include any relevant information substantiating the error and should describe the correction to be made. The Company will make all reasonable efforts to address any request for correction.

Where the Individual successfully demonstrates an error in their Personal Information the Company will make appropriate corrections. Any modifications, additions or deletions to the Individual's Personal Information will be made only by an authorized personnel officer.

Where a request for correction is not successful, the details and substantiating evidence of the request will be recorded and retained by the Company.

The Company will endeavor to respond promptly to any reasonable request for disclosure and correction made by an Individual to ensure the continued accuracy of Personal Information.

In some instances, the Company may be required to limit access to Personal Information because of statutory or regulatory requirements. In all instances, however, the Company will make all reasonable efforts to comply with the Individual's request for access and correction to the extent of what is allowed by statute or regulation.

The Company may refuse access to portions of the Personal Information of an Individual where it is found to contain Personal Information pertaining to another Individual.

[Use and Disclosure of Personal Information](#)

The Company and the Staff will keep confidential all Personal Information in its control except where one or more of the following conditions apply:

- a. where the disclosure is for the purpose of providing employment references to prospective employers and where the Personal Information disclosed is limited to information considered reasonably necessary for the purpose of providing employment references.
- b. Where the Company is permitted or required to do so by applicable legislation or regulation.
- c. Where the disclosure is directed to health benefit providers and where the purpose of the disclosure is in accord with the purposes for which the Personal Information was originally collected.
- d. Where the disclosure is required by authorized government representatives who are acting to enforce any federal or state law or conducting an investigation relating to the enforcement of any federal or state law or gathering information for the purpose of enforcing any federal or state law.
- e. Where the Company is required to comply with valid court orders, warrants or subpoenas or other valid legal processes.
- f. In an emergency to protect the physical safety of any person or group of persons.

[Disclosure Log](#)

The Company will take reasonable care to maintain a disclosure transaction log that accurately records all use, corrections, additions, deletions and disclosures including the names of all parties enabling the transaction. Where the Personal Information of the Individual is disclosed to any person or organization, the name of the person or

organization to which the Personal Information is disclosed will be recorded along with a reasonably thorough description of the purpose of the disclosure.

Medical Information

Where Medical Information is collected pertaining to an Individual, the Company will store and secure all Medical Information with a greater level of protection and in a separate location from Personal Information. Access to Medical Information will be restricted to Company personnel (the Medical Information Personnel) specifically selected for this task. The Company will take all reasonable care in selecting the Medical Information Personnel, recognizing the extreme sensitivity and confidentiality of all Medical Information.

In all cases, any disclosure of Medical Information by the Company to any third party or agency will require the written consent of the affected Individual for each instance.

Confidentiality of Drug and Alcohol Results

Any documentation collected by the Company related to drug or alcohol impairment test results will remain strictly confidential and will be stored and secured in a separate location from Personal Information and will be safeguarded with a greater level of protection.

Any documentation collected by the Company related to drug or alcohol impairment test results may not be disclosed except:

- a. To the Individual or any other person designated in writing by the Individual.
- b. To the Company employee designated to evaluate these test results.
- c. As ordered by any government agency authorized by law or any court having jurisdiction.

Ownership of Personal Information

All Personal Information collected by the Company in compliance with this Privacy Policy are business records of the Company and as such will remain the property of the Company. The Company has the right to retain all Personal Information collected subject to the retention limits described in this Privacy Policy.

Retention and Disposal of Personal Information

Any Personal Information collected by the Company will be retained by the Company during the period of active employment of the Individual as well as during the post-employment period only as long as the Personal Information is required to serve its original purpose or as directed by applicable legislation or regulation. Personal Information that is no longer needed for its stated purpose will be destroyed, erased or made anonymous.

The Company will ensure that all practices and procedures relating to the disposal of Personal Information will respect the fundamental policy of confidentiality. All Personal Information disposal procedures, including the disposal of computerized data storage devices, will ensure the complete destruction of Personal Information so that there will be no risk of subsequent unauthorized disclosure of Personal Information.

Deceased Individuals

The rights and protections of the Company's Privacy Policies will extend to deceased Individuals.

Security

The Company will take and enforce all reasonable security measures appropriate for the sensitivity of the information to ensure that all Personal Information for every Individual is protected against any form of unauthorized use including but not limited to accidental or malicious disclosure, unauthorized access, unauthorized modification, unauthorized duplication, or theft.

Methods of security will include but not be limited to the following:

- a. Physical security includes locked filing cabinets and secure access offices.
- b. Organizational security including security clearances and access limited on a need-to-know basis.
- c. Technological security includes passwords and encryption.

The Company will educate and inform all Staff regarding the Privacy Policy and related procedures and on the importance of confidentiality of Personal Information and will monitor compliance with the Privacy Policy and may observe and investigate the information management practices of all Staff having care of Personal Information.

Knowledge of Unauthorized Disclosure

Responsibility for the security of Personal Information is a responsibility that the Company holds in very serious regard. Any Staff having knowledge of an impending unauthorized disclosure, whether intentional or unintentional, and who fail to act to prevent the unauthorized breach will be subject to sanction as described in the Enforcement section of this document including the immediate dismissal of the offending Staff.

Enforcement

All Staff having care over Personal Information must comply with the policies, procedures and practices described in the Privacy Policy. Any breach of any term or condition of this Privacy Policy, whether intentional or unintentional, including but not limited to the unauthorized disclosure of Personal Information is grounds for disciplinary action up to and including the immediate dismissal of any and all responsible Staff. Any breach of any term or condition of this Privacy Policy, whether intentional or unintentional, is grounds for dismissal with cause.

Compliance with Privacy Policy

The Company will have a procedure that will allow Individuals to challenge the Company's compliance with this Privacy Policy. The Company will also have procedures to promptly respond to Privacy Policy compliance challenges.

The Company will make all reasonable efforts to investigate and respond to compliance challenges relating to this Privacy Policy. Where a challenge is well founded the Company will take action to correct any outstanding problems up to and including amending the Privacy Policy and related procedures.

Mediation and Arbitration

In the event a dispute arises out of or in connection with this Privacy Policy, the parties will first attempt to resolve the dispute through friendly consultation.

If the dispute is not resolved within a reasonable period, then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration in accordance with the laws of the Commonwealth of Virginia. The arbitrator's award will be final, and judgment may be entered upon it by any court having jurisdiction within the Commonwealth of Virginia.

Appendix II: Business Continuity (Closures, Emergencies, Govt. Shutdowns)

It is essential that the company has policies and procedures in place to ensure business continuity in the event of natural disasters and can counteract major disruptions to its activities and protect critical business processes from the effects of major failures or disasters and ensure their timely resumption. Risk and disruption can be reduced to an acceptable level through a combination of preventative and recovery controls.

Occasionally inclement weather, emergencies, government shutdowns, power outages, etc., occur which have the potential to cause a significant disruption in service to our Customers if not addressed. In order to ensure that we are continuing to provide excellent service to our Customers during these disruptions, we have a process in place to address this.

The objective is to counteract interruptions to business activities and to protect critical business processes from the effects of major failures of information systems or disasters and to ensure their timely resumption. Improvix is prepared in case an unexpected event occurs, which could have a significant effect on the provision of IT services within the Company.

In the event of a disruption (inclement weather, government shutdown, power outage, emergency, etc.) HR will send off an email that HQ is now closed and for HQ employees to work from home since our mail and documents are in the Cloud and accessible from anywhere. Everyone at Improvix also has a cell phone that has access to everything we need to continue to support our Customers.

For employees on contracts at customer locations, they will follow the process in the contract if a decision is made by the Customer to close a worksite. Essential employees will still report to their work and those allowed to work from home will be instructed to do so by their PM and according to their contract.

Appendix III: Non-Competition Agreement

Employees acknowledge that Improvix would be irreparably injured and the good will of Improvix would be irreparably damaged if the employee were to breach the covenants set forth. Employee further acknowledges that the covenants set forth are reasonable in scope and duration and do not unreasonably restrict employee's association with other business entities, either as an employee, or otherwise.

Employee shall not, at any time for a period of twenty-four (24) months after the separation from employment, where voluntary or involuntary:

1. Directly or indirectly contact, recruit, solicit, or attempt to persuade Improvix clients to cease or refrain from doing business with Improvix, whether for his own account or for the account of any person not affiliated with Improvix.
2. Directly or indirectly: (i) hire or use the services of any current employee(s) of Improvix (ii) solicit recruit, seek to employ, or in any manner attempt to induce a current employee(s) to leave the employ of Improvix; or (iii) aid others in doing either (1) or (2) of this section.

Appendix IV: Training, Conference, and Seminar

Training, Conference, and Seminar Criteria

Improvix classifies training (which includes certifications, conferences, and seminars) into three categories: Company Mandated, Customer Mandated, and Individual.

- **Company/Supervisor Mandated Training:** Employees may be required to obtain training or attend a conference or seminar at the request of the Company or Supervisor during the Introduction and Training Period, or for a performance-related matter. Examples include New Hire Orientation, Benefits Information Meetings, or role specific training that would better the performance of the employee.
 - The employee's time spent while attending the training will be considered Overhead, unless otherwise specified during the Training Approval process.
- **Customer Mandated Training:** Employees may be required to obtain training or attend a conference or seminar at the request of the Customer.
 - The employee's time spent while attending the training would be considered billable to the Customer, unless otherwise specified during the Training Approval process.
- **Individual Training:** Where an employee identifies a training, conference, or seminar need outside of Company or Customer Mandated Training.
 - The employee's time spent while attending the training would be considered PTO, unless otherwise specified during the Training Approval process.

All Individual Training must meet the following requirements:

- Training courses, seminars, conferences, and certifications must be directly related to the employee's current work or the future needs of Improvix.
- The successful completion of the training must realistically be expected to enhance the employee's job performance.
- The cost of the training course, seminar, conference, or certification must be competitively researched and provide the best value to the Company.
- The employee must not have received a disciplinary action within six months prior to the request.

Improvix management will ensure the fair and equitable administration of this policy in accordance with Improvix's Equal Employment Opportunity, Harassment and Discrimination Policies. Improvix reserves the right to deny reimbursement for training that meets the above referenced criteria but is not consistent with the intent of this policy, in its sole and absolute discretion.

Obtaining Mandatory or Individual Training Approval

To obtain Mandatory (Company or Customer) or Individual Training, an employee must complete the Travel & Training Request form and submit it to the employee's immediate Supervisor for preliminary approval. Your Supervisor will review and validate the request and forward it to the HR Department for approval and seek approval from the Accounting Department. Once all have approved the request, the employee may enroll in the training or make travel arrangements.

Completing the Travel & Training Request Form

The employee and supervisor must complete the request form with well researched calculations for daily travel costs, provide justification for attending the training, and the value the training would add to the employee's current role or future roles with Improvix.

1. Provide Justification for Travel

Employees must provide a clear justification regarding the purpose of their travel. Justification must answer these questions:

- What is the purpose of this trip (e.g., conference, work collaborations, training, etc.)?
- How will your participation in the event better serve yourself, your team or program, or the company overall?

- What is unique about the event that justifies the additive cost of registration / travel / fees?
 - Explain why attending a local alternative event would not be as beneficial.
 - If there are separate registration fees for embedded events such as private seminars or classes, please provide separate justifications for those additive expenses.
1. Employees are expected to explain in detail what their travel includes (i.e., all registration fees, course fees, classes, etc.) and why Improvix should fund it. They should anticipate defining their participation and travel will improve their personal skillset or the technical posture of the Company.
 2. Detailed Cost Estimate
All Company travel must be authorized in writing in advance and in writing by submitting the Travel & Training Approval Application to HR for approval prior to any travel reservations being made. Travel cost (including flight, lodging, meals, etc.), must be approved by both your immediate supervisor and the EVP prior to finalizing any reservations. Employees are expected to adhere to GSA's Federal Travel Regulation per diem rates that may be found at <https://www.gsa.gov/travel-resources>.
 3. Prepared Deliverables
Prior to travel activities, employees must acknowledge that they will be required to showcase what they have learned upon return. Employees should anticipate having content readily available and presentable within a week of their trip. This ensures accountability and that both the employee and Improvix benefit from the travel activities.

Post-Training Actions

When all training activities are complete, the employee should update their Individual Training Plan, and provide the HR Department with proof of completion along with a completed Training Evaluation Form. The employee must also schedule a sit-down with Improvix Leadership to present their Prepared Deliverables from their training experience. Contact HR at HR@improvixtech.com to initiate this process.

Appendix V: Business Expense & Travel Policy

Travel Authorization and Advances

To obtain authorization for travel or to attend a training course, the employee must complete the Travel & Training Request form and submit it to their immediate Supervisor for preliminary approval. Your Supervisor will review and validate the request and forward it to the HR Department for approval, who will then seek approval from the Accounting Department. Once all have approved the request, the employee may enroll in the training or make travel arrangements.

Improvix may authorize travel advances to cover approved costs that might cause undue financial hardship for employees, provided an employee submits a request no later than five business days prior to departure. Employees must repay Improvix for any approved travel advance in excess of approved reimbursable expenses. Employees must provide a thorough debriefing post-travel on the benefit the trip or training provided both you as the employee and the company.

Air Transportation

Employees must book travel insurance (if available) and fly in coach class for all flights. Employees are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Travel in first class on domestic flights, or business or first class on international flights, will not be reimbursed by Improvix without written authorization from the Customer pursuant to GSA's Federal Travel Regulations (FTR).

Employees may elect to:

- Pay personally for the price difference between coach and business or first class, or
- Use personal frequent flyer airline miles, vouchers, or coupons to upgrade to business or first class.

Frequent flyer miles or benefits, or upgrade payments, are not reimbursable by the Company, even if they are used on behalf of Improvix or its Customers. Employees may retain frequent flyer airline miles earned while traveling on behalf of Improvix or its Customers. Employees are responsible for managing their own frequent flyer programs.

If you need to cancel a reservation, you should do so as soon as possible. Since airline tickets in most instances are non-refundable, cancelled reservations will result in the airline issuing a credit, which the employee can use again for official Improvix business, subject to individual airline requirements. The travel confirmation will indicate the fare type and rules.

Ground Transportation

When necessary, employees should use the most cost-effective, safe, and efficient mode of ground transportation. When using rental cars, employees should rent an intermediate or smaller car, provided the size and type of the rental car is appropriate for the number of people in the car and the road conditions on which it will be used. In-car navigation systems are reimbursable. No other convenient options, e.g., satellite radio, will be reimbursed.

Employees may utilize upgraded ground transportation methods such as premium Uber/Lyft services and an upgraded rental vehicle with convenience options of their choosing but will be responsible for paying any delta charge that exceeds per diem.

The use of rental cars should be limited to business purposes and transportation to and from:

- Airports,
- Duty sites,
- Lodgings,
- Dining facilities, and

- Places required for the employee's subsistence.

An employee's use of rental cars outside these guidelines will be considered personal use. Employees are responsible for expenses incurred during personal use of rental vehicles. This responsibility includes all liability for damage sustained during personal use. Employees are advised to review the extent of their personal liability insurance coverage before using rental vehicles for personal purposes.

When renting cars in the US, you should not purchase rental car insurance as the Company maintains rental car coverage. When renting a car internationally, you should purchase insurance at the time of the rental. To maximize cost savings, employees should refuel rental cars prior to returning them.

Personally Owned Vehicles (POV): Employees using their POV for authorized activities be reimbursed for actual mileage incurred in a personal vehicle for work-related meetings, no matter how far from or close to their regular duty station, at published GSA Per Diem rates. All other employees will be reimbursed only for use of your personal automobile for **out-of-town business travel (over 100 miles each way from your assigned worksite)** at published POV per diem mileage rates.

Lodging

The government will only reimburse lodging at the published per diem rates, therefore Improvix will similarly authorize expenses at those published rates. Employees may stay at more expensive hotels of their choosing but will be responsible for paying any delta charge that exceeds per diem. Employees are required to separate all lodging taxes from the hotel rate for lodging in the continental US (CONUS). Daily tax fees are combined as hotel tax and should be noted daily on the Improvix Employee Expense Report in "Other Expense." Taxes do not need to be separated for lodging outside of CONUS (OCONUS). When needed, please cancel hotel reservations early to avoid cancellation fees.

When selecting lodging, consider using government lodging agreement programs such as FedRooms. Some advantages of obtaining lodging using the FedRooms program include lodging rates set at or below per diem rates, no add-on fees, and extended room cancellation deadline.

Meals

Daily food expenses, including any taxes or tips, while on business travel (over 100 miles each way from your assigned worksite) will be reimbursed at published GSA Meals and Incidentals (M&IE) per diem rates.

Improvix will not reimburse you for the consumption of alcoholic beverages. Improvix's Drug Free Workplace Policy applies to all Company travel and business. **Employees may not offer to pay for meals, drinks, or gratuities when dining with a government employee.**

Communication

Business communications during travel will be reimbursed. Cell phones should be used when possible. Costs for telephone calls, related hotel charges, and other communications fees must be documented on the Expense Report by date.

Documentation will consist of a copy of the cell phone bill and/or hotel bill showing the number called, length of the call, and whether the call was business or personal. For OCONUS travel, the preference is for the traveler to purchase a calling card for the sole purpose of making business calls.

Exceptions

Occasionally it may be necessary for employees to request exceptions to Improvix travel policies. Requests for exceptions to these policies must be made in writing and approved by the HR Department.

Appendix VI: Prorated PTO Calculation for New Employees

Scenario: Employees is hired in the month of July and their offer letter states they will receive 120 hours (15 days of PTO)

| | 2022 | | | | | | 2023 Total 139.98 given | | | | | | | | | | | | 2024 | | | | | |
|---------------|----------------|--------|--------|--------|--------|--------|----------------------------|--------|--------|--------|--------|--------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PTO Provided: | 60 hours given | | | | | | 60 hours given | | | | | | 79.98 hours given | | | | | | | | | | | |
| Months: | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 |
| Hrs/Month | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 | 13.33 |
| Total Hours | 120 Hours | | | | | | | | | | | | 160 hours | | | | | | | | | | | |
| Total Days | 15 days | | | | | | | | | | | | 20 days | | | | | | | | | | | |

Appendix VII – Flextime Schedule Policy

Flextime Schedule Policy

Improvix offers Flextime Scheduling to assist employees in meeting their personal goals and personal responsibilities, while continuing to maintain operating efficiency, productivity, and effective service to our Customers. Our Flextime Schedule Policy allows employees to alter the start and end times of their workdays, provided these changes do not interfere with department or division needs.

Flextime Schedule Eligibility

Full-time non-billable employees who have completed their Introduction and Training Period are eligible for a Flextime Schedule as outlined below. Employees requesting and/or using a Flextime Schedule must maintain a satisfactory rating on all performance reviews.

Billable employees may work on a Flextime Schedule outside of this policy, unique to their Customer site. The scheduling requirements of Customers and tasks may require the flexibility of different work schedules that are acceptable to billable employees, the employee's immediate Supervisor, and the Customer. Improvix will continue to permit the Flextime Schedule of billable employees working on Improvix tasks, with the approval of Corporate Leadership, the employee's Supervisor, and the Customer.

A Flextime Schedule may not be appropriate for all positions or for all non-billable employees. Positions that require the employee's physical presence may not be eligible for a Flextime Schedule due to operational needs or job duties assigned to the position. Improvix management will ensure the fair and equitable administration of this policy in accordance with all Improvix policies.

Flextime Schedule Approval

Full-time employees may be approved to work a Flextime Schedule provided it does not:

- This results in an employee working less than full-time or increases the total number of hours worked in a given pay period. If uncertain of required hours, please consult with your Supervisor.
- Negatively affects the workload or productivity of coworkers by shifting burdens, creating delays, or resulting in the need for additional staff.
- Impede the business needs and requirements of a department.

An employee's conditions of employment when working under a Flextime Schedule, including but not limited to wages, benefits, and leave accrual, will not change. A minimum of 30 minutes must be taken for lunch.

Approval of a Flextime Schedule request will be made on a case-by-case basis by Corporate Leadership and the HR Department. In evaluating a Flextime Schedule request, we will weigh factors such as:

- Whether the employee's job is compatible with a Flextime Schedule.
- Department requirements.
- The employee's job performance, attendance, and overall reliability.
- The schedules requested or used by other employees in a department.

All Flextime Schedules will be approved for a trial period of three to six months. This will allow time to determine any impact the scheduling change may have on workload commitments, assess attendance, and allow both employees and their Supervisors to determine whether the Flextime Schedule meets individual, and Company needs. Once a Flextime Schedule is finalized, the employee will be expected to work that schedule until changed by the employee and/or Supervisor.

The HR department has the responsibility of overseeing the day-to-day implementation of the Flextime Schedule Policy; and shall make the final determination on any question or dispute. Any request for exceptions to this policy should be made in writing to the HR Department for review and approval.

Improvix reserves the right, at any time, to return any employee working a Flextime Schedule to his or her standard schedule for any reason. When able, management will provide reasonable notice of the schedule change so that employees may make necessary adjustments to their commitments outside of work.

How to Make a Flextime Schedule Request

Eligible employees must submit in writing a formal request to their Supervisor. Once approved, the Supervisor and/or Corporate Leadership will forward the Flextime Schedule approval to the HR Department for final verification. A copy of the written approval will be kept in the employee's file. All Flextime Schedule requests must include a regular schedule of 40 hours each week, with a daily break for lunch. Employees shall be responsible for attending all mandatory meetings and training, even if the meeting or training is scheduled at an "off" time.

[Benefits and Leave](#)

All employees on a Flextime Schedule will continue to accrue and use benefits and leave in accordance with Improvix's benefit and leave policies.

Appendix VIII – Telecommuting Policy

Telecommuting Eligibility

Telecommuting may not be appropriate for all positions or for all billable employees. Positions (i) that require the employee's physical presence; or (ii) whose efficiency is compromised when the employee is not present, such as employees working on a base, or in a SCIF; receptionists, and other administrative positions may not be eligible for telecommuting. Improvix management will ensure the fair and equitable administration of this policy in accordance with all Improvix policies.

Telecommuting Guidelines

Either an employee or a Supervisor can suggest telecommuting as a possible work arrangement. A specific arrangement, including workdays and hours, must be agreed upon in advance by the employee and the Supervisor. For billable employees, the Improvix telework policy may be superseded by the Customer's onsite requirements. All billable employees must adhere to the Customer's restrictions and preferences.

If approved for telework, employees must be available to their colleagues and customers, as needed, during telecommuting periods; and shall be responsible for attending all mandatory meetings and training sessions.

Employees will establish an appropriate work environment within their home for the performance of their duties during work hours, with sufficient means of completing their normal job responsibilities. The employee's work environment in their home must have internet access permitting communication to/from Improvix employees and customers, as well as a phone and other collaborative tools. Improvix will not be responsible for costs associated with the set-up or maintenance of the employee's home workspace, such as remodeling, furniture, or lighting.

Employees that use an Improvix or Government supplied laptop while telecommuting are expected to take reasonable steps to protect Company and Government property and equipment against damage (including damage caused by negligence or circumstances within the home, e.g., children, pets, property damage, theft, etc.). Consistent with Improvix's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of proprietary Company and Customer information accessible from their remote work environment.

Workers' Compensation coverage applies to telecommuting employees working at home, in the designated workspace, during established telecommuting work hours. Employees must inform their Supervisors and the HR Department immediately if they are injured while performing work duties, in accordance with Improvix's worker's compensation procedures. Improvix assumes no liability for injuries occurring in the employee's designated home workspace outside of the established telecommuting work hours.

Employees must comply with all company policies and directives while telecommuting. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement.

Telecommuting Arrangement Approval

An employee may be approved to work a telecommuting arrangement provided the arrangement does not:

- This results in an employee working less than full-time or reduces the total number of hours worked in each workweek to under 40.
- Negatively affects the workload or productivity of coworkers by shifting burdens, creating delays, or resulting in the need for additional staff.
- Impede the business needs and requirements of a department.

An employee's conditions of employment when working under a telecommuting arrangement, including but not limited to wages, benefits, and leave accrual (if applicable), will not change. A minimum of 30 minutes must be taken for lunch. Approval of a telecommuting request will be made on a case-by-case basis by their Company Supervisor. In evaluating a telecommuting request, we will weigh factors such as:

- Whether the employee's job is compatible with telecommuting,
- Department requirements,
- The employee's job performance, and
- The arrangements requested or used by other employees in a department.

All telecommuting arrangements will be approved for a trial period of up to two months. This will allow us to determine any impact the scheduling change may have on workload commitments, assess, and allow both employees and their Supervisors to determine whether the telecommuting arrangement meets individual and company needs. Once a telecommuting arrangement is finalized, the employee will be expected to work on that arrangement until changed by their Corporate Supervisor.

The HR Department has the responsibility of overseeing the day-to-day implementation of the Telecommuting Policy and shall make the final determination on any question or dispute. Any request for exceptions to this policy should be made in writing to the HR Department for review and approval.

Improvix reserves the right at any time to return any employee working a telecommuting arrangement to his or her standard arrangement for any reason. When able, management will provide reasonable notice of the arrangement change so that employees may make necessary adjustments to their commitments outside of work.

[How to Make a Telecommuting Request](#)

Eligible employees must submit in writing a formal request to their Corporate Supervisor. Once approved, the Supervisor will forward the Telecommuting Request approval to the HR Department for final verification. A copy of the written approval will be stored in the employee's file. All Telecommuting Requests must include a regular schedule of 40 hours each week, with a daily break for lunch. Employees shall be responsible for attending all mandatory meetings and training, even if the meeting or training is scheduled at an "off" time.

[Benefits and Leave](#)

All telecommuting employees will continue to accrue and use benefits and leave in accordance with Improvix's benefit and leave policies.