

Employee Handbook



Employee Handbook

This information is confidential for Satwic Inc. Employees only.

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Contents

General Employment Policies	5
Introductory Statement.....	6
Harassment Discrimination and Retaliation Prevention.....	7
Equal pay Act	10
Confirmation of Harassment Discrimination and Retaliation Prevention Policy.....	15
At-Will Employment Status	16
Right to Revise.....	16
Hiring	17
Full-Time Employees.....	18
Inactive Status.....	18
Job Duties.....	18
New Hires	18
Part-Time Employees.....	18
Time Off and Leaves of Absence.....	19
Leave Policies	20
Civil Air Patrol Leave	22
Domestic Violence, Sexual Assault or Stalking Leave and Accommodation.....	22
Domestic Violence, Sexual Assault or Stalking Leave for Treatment.....	23
Extended Medical Leave	23
Jury Duty and Witness Leave.....	24
Military Leave.....	24
Military Spouse Leave	24
Organ and Bone Marrow Donor Leave	25
New Parent Leave Act (NPLA)	25
Personal Leave	26
Pregnancy Disability Leave Five or More Employees.....	26
Sick Leave - Los Angeles	28
Los Angeles Sick Leave and Workers' Compensation Benefits	30
California paid sick leave.....	30
The California Family Rights Act (CFRA).....	31
Time Off for Voting.....	34
Victims of Crime Leave	34
Volunteer Civil Service Personnel	34

Benefits	35
Benefits Overview.....	36
Lactation Accommodation	36
Paid Family Leave.....	37
Workers' Compensation	37
Management	39
Employee Property	40
Employment of Relatives	40
Names and Addresses Policy	40
Open-Door Policy.....	40
Performance Evaluations.....	41
Personnel Records	41
Remote Workers	42
Workplace Privacy - Audio/Video Recordings	43
Company Property	44
Electronic and Social Media	45
Employer Property.....	47
Guests and Visitors	48
Housekeeping	48
Off-Duty Use of Facilities	49
Parking	49
Prohibiting Personal Use of Company Cell Phone.....	49
Smoking	49
Solicitation and Distribution of Literature.....	50
Employee Conduct	51
Business Conduct and Ethics	52
Conducting Personal Business	52
Confidential Information	52
Conflicts of Interest	52
Customer Relations	53
Dress Codes and Other Personal Standards	53
Drug and Alcohol Abuse.....	54
News Media Contacts	55
Off-Duty Conduct	55
Other Employment.....	55
Political Activity.....	56
Prohibited Conduct.....	56
Prohibited Use of Company Cell Phone While Driving	57

Whistleblower Protections	58
Punctuality and Attendance	60
Wages	61
Advances	62
Reporting-Time Pay	62
Deductions for Exempt Employees	62
Makeup Time	63
Meal and Rest Periods	63
Overtime for Nonexempt Employees	65
Pay for Mandatory Meetings/Training	66
Timekeeping Requirements	66
Work Schedules	67
Safety and Health	68
Employees Who Are Required to Drive	69
Ergonomics	69
Health and Safety	69
Recreational Activities and Programs	69
Security	70
Workplace Violence	70
Termination Process and Exit Interviews	71
Employee References	72
Involuntary Termination and Progressive Discipline	72
Voluntary Resignation	72
Exit Interview	72
Confirmation of Receipt	73
Confirmation of Receipt	74

General Employment Policies

Introductory Statement

Welcome! As an employee of Satwic Inc (the "Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look forward to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between Satwic Inc and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

Harassment Discrimination and Retaliation Prevention

Satwic Inc is an equal opportunity employer. Satwic Inc is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation.
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation.

Satwic Inc also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy Harassment Prevention

Satwic Inc is committed to providing a work environment free from harassment. All employees are expected to conduct themselves in a manner that ensures others can work in a productive and respectful environment.

Policy on Harassment:

Harassment of any kind, including sexual harassment, is prohibited.

The harassment policy applies to all employees, contractors, and third parties interacting with our company.

Anti-Harassment Training:

Satwic Inc provides a safe and respectful work environment for all employees. To achieve this, we require all employees and supervisors to participate in mandatory anti-harassment training. This training follows California laws AB 1825 and SB 1343.

Mandatory Training Requirements:

1. New Employees and Supervisors:

- All new employees must complete the anti-harassment training within six months of their hire date.
- Employees promoted to supervisory positions must complete the training within six months of their promotion date.

2. Biennial Training:

- All employees and supervisors are required to complete anti-harassment training every two years (biennially).

Training Content:

The anti-harassment training will cover the following topics:

1. Definitions and Examples of Sexual Harassment:

- Clear definitions and real-world examples of what constitutes sexual harassment in the workplace.

2. State and Federal Laws Regarding Harassment:

- An overview of applicable state and federal laws related to harassment, including employee rights and employer responsibilities.

3. Reporting Procedures:

- Detailed information on how to report incidents of harassment, including the steps to take and whom to contact within the organization.

4. Protections Against Retaliation:

- Assurance that employees who report harassment or participate in investigations will be protected from retaliation.

5. Supervisors' Responsibilities:

- Specific duties and responsibilities of supervisors in preventing and addressing harassment in the workplace, including how to manage complaints and support affected employees.

Compliance with California Law:

This training requirement complies with California laws AB 1825 and SB 1343, which mandate anti-harassment training for all employees and supervisors.

Documentation and Record-Keeping:

- The Human Resources department will maintain records of all completed training sessions, including dates and participant names, to ensure compliance with legal requirements and facilitate tracking of training intervals.

Reporting and Addressing Violations:

•Employees are encouraged to report any incidents of harassment they experience or witness. The company takes all reports seriously and will conduct thorough investigations to address and resolve any compliance issues. Employees will not be retaliated against for reporting violations.

Non-Discrimination

Satwic Inc is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Satwic Inc is not obligated to disclose the wages of other employees.

The policy outlines the company's commitment to preventing discrimination based on various protected characteristics, such as race, gender, age, disability, sexual orientation, and others as per California law.

Prohibited Conduct:

Discrimination or harassment based on any protected characteristic is prohibited. This includes any unwelcome conduct that creates an intimidating, hostile, or offensive work environment.

Reporting and Investigation:

Employees who believe they have experienced or witnessed discrimination, or harassment should report the incident to their supervisor, Human Resources, or another designated representative. All complaints will be promptly and thoroughly investigated, and appropriate corrective action will be taken.

Anti-Retaliation:

Retaliation against any individual for reporting discrimination or harassment, participating in an investigation, or engaging in protected activities is prohibited. Any employee who experiences retaliation should report it immediately.

Equal Pay Act

Satwic Inc is dedicated to fostering a fair and equitable workplace. Specific language on compliance with the California Fair Pay Act, ensuring equal pay for employees performing substantially similar work regardless of gender, race, or ethnicity.

Equal Pay for Substantially Similar Work:

Employees performing substantially similar work, considering skill, effort, and responsibility, and under similar working conditions, will receive equal pay.

Pay differences are permitted only if they are based on a seniority system, a merit system, a system that measures earnings by quantity or quality of production, or a bona fide factor other than sex, race, or ethnicity (such as education, training, or experience).

Raising Concerns about Pay Equity:

Reporting Process: Employees who have concerns or questions about pay equity or believe they are not being paid fairly in comparison to colleagues performing substantially similar work should report their concerns to their supervisor or the Human Resources department.

Confidentiality: All reports will be handled confidentially to the extent possible, and the company will ensure that employees raising concerns about pay equity are not subjected to retaliation.

Investigation and Resolution: The company will investigate all concerns regarding pay equity promptly and thoroughly. If any discrepancies are found, appropriate corrective actions will be taken to ensure compliance with the California Fair Pay Act.

Commitment to Fair Compensation:

The company regularly reviews compensation practices to ensure fairness and equity. This includes conducting periodic audits and assessments to identify and address any pay disparities that may arise.

Anti-Retaliation Policy

Satwic is committed to maintaining a workplace where employees feel safe and encouraged to report any concerns regarding harassment, discrimination, or other workplace violations without fear of retaliation. Our anti-retaliation policy ensures that employees who come forward with such reports are protected from any form of adverse action.

By adhering to these principles, we strive to maintain a workplace where all employees are compensated fairly and equitably. If you have any questions or concerns regarding pay equity, please contact the Human Resources department.

Policy Statement

Satwic prohibits retaliation against any employee who, in good faith, reports or participates in the investigation of complaints regarding:

- Harassment
- Discrimination
- Safety violations
- Wage and hour violations
- Any other workplace misconduct.

Reporting Mechanism

Employees are encouraged to report any instances of retaliation to their supervisor, Human Resources department, or any designated company representative. Reports can be made orally or in writing, and employees have the option to report anonymously if they prefer.

Investigation and Resolution

All reports of retaliation will be taken seriously and promptly investigated. The investigation will be conducted confidentially to the extent possible and in compliance with applicable laws. If the investigation substantiates the report of retaliation, appropriate corrective action will be taken, which may include disciplinary measures up to and including termination of the retaliator.

Protection from Retaliation

Employees who report in good faith or participate in investigations are protected under this policy, even if the investigation does not substantiate their claims. Any employee found to have engaged in retaliation will face disciplinary action.

Assurance of Confidentiality

Satwic will make every effort to protect the confidentiality of employees who report retaliation or participate in investigations, consistent with the need to conduct a thorough and effective investigation.

Training and Awareness

Employees and supervisors will receive regular training on the anti-retaliation policy to ensure awareness and understanding of their rights and responsibilities.

Policy Updates

This policy may be updated periodically to ensure compliance with applicable laws and to reflect any changes in company procedures.

Reasonable Accommodations

Satwic Inc provides equal employment opportunities and ensuring a workplace free from discrimination. In line with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), we offer reasonable accommodations for employees with disabilities, pregnancy-related conditions, and religious practices. Below are the procedures for requesting accommodation:

1. Reasonable Accommodations for Disabilities:

Requesting Accommodation: Employees who need reasonable accommodation due to a disability should submit a written request to the Human Resources (HR) department. The request should include details of the disability and the specific accommodation being requested.

Interactive Process: Upon receiving a request, HR will engage in an interactive process with the employees to understand their needs and identify appropriate accommodation.

Documentation: Employees may be asked to provide medical documentation to support their request. All medical information will be kept confidential.

Implementation: Once accommodation is agreed upon, HR will coordinate its implementation. The company will ensure that the accommodation is reasonable and does not impose an undue hardship on the operation of the business.

2. Reasonable Accommodations for Pregnancy:

Requesting Accommodation: Employees who require accommodation due to pregnancy, childbirth, or related medical conditions should contact HR. The request should detail the conditions, and the accommodation needed.

Interactive Process: HR will engage in an interactive process with the employee to identify suitable accommodation.

Documentation: Medical documentation may be requested to substantiate the need for accommodation. This information will be treated as confidential.

Implementation: HR will work with the employees to implement the agreed-upon accommodation, ensuring it is reasonable and does not cause undue hardship for the business.

3. Reasonable Accommodations for Religious Practices:

Requesting Accommodation: Employees seeking accommodation for religious practices should submit a written request to HR, specifying the religious practice and the type of accommodation needed.

Interactive Process: HR will discuss the request with the employee to determine feasible accommodation that respects the employee's religious beliefs and practices.

Documentation: While religious documentation is not required, HR may ask for additional information to understand the nature of the request.

Implementation: HR will facilitate the implementation of the accommodation, ensuring it is reasonable and does not significantly disrupt business operations.

Compliance with ADA and FEHA:

These procedures comply with the ADA and FEHA requirements, ensuring that all employees receive fair and equitable treatment regarding reasonable accommodation.

Non-Retaliation Policy:

Static Inc prohibits retaliation against any employee for requesting or receiving reasonable accommodation. Employees who believe they have been subjected to retaliation should report the issue to HR immediately.

Types of Accommodations:

Reasonable accommodation may include, but are not limited to:

- Modifications to work schedules.
- Adjustments to workstations
- Provision of assistive devices or equipment
- Changes to job duties
- Leave of absence

Confidentiality:

All medical information and accommodation requests will be kept confidential, shared only with those involved in the accommodation process and in accordance with applicable laws.

By following these procedures, we strive to create an inclusive and supportive work environment for all employees. For further information or to request accommodation, please contact the HR department.

Retaliation Protection

Satwic Inc is committed to providing a safe and supportive work environment where employees can report concerns without fear of retaliation. This section outlines our protections against retaliation, the reporting process, and our commitment to investigating and addressing complaints.

1. Protection Against Retaliation:

Zero Tolerance Policy: Satwic Inc prohibits retaliation against any employee who reports discrimination, harassment, or any other workplace violations. Retaliation includes any adverse action taken against an employee for reporting a concern, participating in an investigation, or exercising their legal rights.

Examples of Retaliation: Retaliation can include, but is not limited to, demotion, termination, reduction in pay, changes in job duties, or any other action that negatively impacts the employee's employment status.

2. Reporting Process:

How to Report: Employees who experience or witness retaliation, discrimination, harassment, or any other workplace violations should report their concerns promptly to their supervisor, the Human Resources department, or through any other designated reporting channels specified by the company.

Confidentiality: Satwic Inc will manage all reports confidentially to the extent possible, consistent with the need to conduct a thorough investigation.

3. Investigation and Resolution:

Commitment to Investigate: Satwic Inc will promptly and thoroughly investigate all reports of retaliation, discrimination, harassment, or other workplace violations. The investigation will be conducted impartially and confidentially.

Corrective Action: If the investigation finds that a violation has occurred, Satwic Inc will take appropriate corrective action to address the issue and prevent future occurrences. This may include disciplinary action up to and including termination of employment.

Non-Retaliation Assurance: Employees who report concerns in good faith will not be subject to retaliation. Satwic Inc will take steps to protect reporting employees from any adverse actions.

4. Employee Rights:

Legal Protection: Employees are protected by law from retaliation for reporting workplace violations. Satwic Inc comply with all applicable federal, state, and local laws that provide protection against retaliation.

5. Commitment to a Safe Workplace:

Satwic Inc is dedicated to fostering a work environment where employees feel safe to report concerns and confident that their reports will be taken seriously and handled appropriately.

Complaints will be:

- Responded to in a timely manner.
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner.
- Documented and tracked for reasonable progress.
- Given appropriate options for remedial action and resolution.
- Closed in a timely manner.

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company will also take appropriate action to deter future misconduct.

Any employee determined by the Company to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for misconduct.

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Company's Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that Satwic Inc is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____

Employee's Printed Name _____

Date _____

At-Will Employment Status

Employees at Satwic Inc personnel are employed on an at-will basis. This means that the employment relationship may be terminated at any time with or without reason or advance notice by either the employee or the Company. Nothing in this handbook limits the right to terminate at-will employment.

No employee or representative of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President, CEO of Satwic Inc has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's right to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms of employment.

Right to Revise

This employee handbook contains the employment policies and practices of Satwic Inc in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Satwic Inc reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook at any time, except for the policy of at-will employment.

Any written changes to this handbook will be distributed to all employees so that you will be aware of any new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook contains the entire agreement between you and Satwic Inc as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this statement is intended to interfere with your right to communicate or work with others toward altering the terms and conditions of your employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

Hiring

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 40 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on the length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Health Benefits Extension

Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense.

Contact the HR Manager for more information.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Please keep in mind that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Satwic Inc. Your cooperation and assistance in performing such additional work is expected.

Satwic Inc reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

New Hires

The first 90 of continuous employment at Satwic Inc is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with co-workers and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Completion of the introductory period does not entitle you to remain employed by Satwic Inc for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 40 hours per week, but not fewer than 20 hours.

Time Off and Leaves of Absence

Leave Policies

Satwic Inc recognizes the importance of providing employees with various leave options to address personal, family, and medical needs. This section outlines our leave policies, including state-mandated leaves and relevant local ordinances. We are committed to complying with all applicable leave laws, including the California Family Rights Act (CFRA), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), and the San Francisco Paid Parental Leave Ordinance.

California Family Rights Act (CFRA)

- **Eligibility:** Employees who have worked for the company for at least 12 months and have completed at least 1,250 hours of service in the past 12 months.
- **Leave Entitlement:** Up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:
 - The birth of a child or placement of a child for adoption or foster care.
 - To care for a spouse, registered domestic partner, child, or parent with serious health condition.
 - For the employee's own serious health condition.
- **Interaction with Federal Family and Medical Leave Act (FMLA):** CFRA and FMLA leave run concurrently when the reason for leave is covered by both laws.

Paid Family Leave (PFL)

- **Eligibility:** Employees who need to take time off to care for a seriously ill family member or to bond with a new child.
- **Leave Entitlement:** Up to 8 weeks of partial wage replacement benefits.
- **Interaction with CFRA:** PFL benefits do not extend the leave entitlement under CFRA but provide wage replacement during the leave period.

Pregnancy Disability Leave (PDL)

- **Eligibility:** Employees disabled by pregnancy, childbirth, or a related medical condition.
- **Leave Entitlement:** Up to 4 months (17.3 weeks) of unpaid, job-protected leave per pregnancy.
- **Interaction with CFRA and FMLA:** PDL is separate from CFRA and FMLA leave entitlements. After PDL, employees may be eligible for CFRA leave to bond with a new child.

San Francisco Paid Parental Leave Ordinance (PPLO)

- **Eligibility:** Employees who work in San Francisco and are eligible for California Paid Family Leave (PFL).
- **Leave Entitlement:** Up to 8 weeks of supplemental compensation to cover the difference between PFL benefits and the employee's normal gross weekly wage, ensuring full wage replacement during the leave period.

Requesting and Certifying Leave

- **Request Process:** Employees must provide 30 days' advance notice for foreseeable leave and as much notice as practicable for unforeseeable leave. Requests should be submitted in writing to the Human Resources department.
- **Certification:** Satwic Inc may require medical certification to support a request for leave due to a serious health condition of the employee or their family member. Employees must provide the certification within 15 calendar days of the request.

Interaction Between State and Federal Leave Laws

- **Concurrent Leave:** Leave under CFRA and FMLA will run concurrently when the reason for leave is covered by both laws. PDL is separate and may be followed by CFRA leave for baby bonding.
- **Job Protection:** Both state and federal leave laws provide job protection, ensuring that employees can return to their same or equivalent position upon returning from leave.

By adhering to these leave policies, we ensure that employees are supported during critical times while maintaining compliance with state and federal laws.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave of duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company.

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

If you are the victim of domestic violence, sexual assault or stalking, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible.

If you need reasonable accommodation for your safety at work, contact the HR Manager. If you are requesting reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. The Company may request recertification every six months. Please notify the Company if the approval accommodation is no longer needed.

The Company will engage in an interactive process with you to identify possible accommodations, if any, that is effective and will make reasonable accommodation unless an undue hardship will result.

Satwic Inc will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking.
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking.
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible.

Satwic Inc will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Your supervisor will provide you with a form for your doctor to complete, showing the date, you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Satwic Inc makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Satwic Inc will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee that needs reasonable accommodation should contact the HR Manager and discuss the need for accommodation.

Jury Duty and Witness Leave

Satwic Inc encourages employees to serve on jury duty when called. Satwic doesn't pay for time off for Jury duty. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact the HR Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to HR Manager within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying that the spouse will be on leave from deployment.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave, and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.
- You may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Satwic Inc will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Satwic Inc requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, PTO and/or vacation.

Satwic Inc requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, PTO and/or vacation.

Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

New Parent Leave Act (NPLA)

California's New Parent Leave Act (NPLA) provides an employee with up to a maximum of 12 weeks of unpaid NPLA leave within one year of a child's birth, adoption, or foster care placement if you meet all of the following eligibility requirements:

- You have been employed with the company for a total of at least 12 months prior to the commencement of leave.
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are employed at a worksite where there are 20 or more employees within a 75-mile radius.

If you are eligible for NPLA leave, you need to be aware of the following important information:

- You have the right to accept to a maximum of 12 weeks of unpaid, job-protected NPLA leave within one year of the child's birth, adoption or foster care placement.
- You are guaranteed employment in the same or comparable position at the end of your NPLA leave.
- Your group health benefits will be maintained during your NPLA leave at the same level and under the same conditions as if you continued to work (not to exceed 12 weeks over the course of a 12-month period for NPLA leave). If you currently contribute to the payment of benefits, you must continue to do so while on leave.
- If you do not return to work after your NPLA leave, you may be required to reimburse the Company for its share of any group health insurance premium paid on your behalf during your NPLA leave —unless your failure to return is due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond your control.

You can choose to use vacation, sick leave or other accrued paid time off during your NPLA leave. Please advise HR Manager if you wish to use any of your accrued leave benefits during your NPLA leave.

In addition, you may be eligible for Paid Family Leave (PFL) wage replacement benefits or other forms of wage replacement during your NPLA leave. Contact HR Manager for more information regarding wage replacement.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of Satwic Inc. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than six weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Pregnancy Disability Leave Five or More Employees

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the HR department as early as possible.

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.

- Satwic Inc will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform Satwic Inc when leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days' advance notice before the PDL or transfer is to begin. Consult with the HR manager regarding the scheduling of any planned medical treatment or supervision to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider.
- For emergencies or events that are unforeseeable, we need you to notify the Company, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide Satwic Inc with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The policy requires employees to provide a medical certification within 15 days from the date the employee requests leave or notifies the employer of the need for leave. However, we will accommodate reasonable flexibility in obtaining this certification, making a good effort to consider the employee's circumstances, in alignment with California law. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the HR department for a medical certification form to give to your health care provider;
- Leave returns will be allowed only when your health care provider sends a release.
- You are required to use accrued sick time (if otherwise eligible to take the time) during PDL. You are allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during PDL; and
- Leave does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in increments of 15 min.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transferring to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

When your health care provider releases you to return to work from PDL, you will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Company can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact on other benefits or a seniority date. Please contact the HR department for more information.

Sick Leave - Los Angeles

As of July 1, 2016, Los Angeles law provides for mandatory paid sick leave under the City's Minimum Wage Ordinance (the "Ordinance"). As of July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "State Law"). This policy is intended to comply with the requirements of the Ordinance and the State Law by providing a single paid sick leave benefit ("Los Angeles Sick Leave," or "LASL"). Employees eligible for LASL are not eligible for sick leave under any other Company policy.

If you have any questions about LASL, please contact the HR Manager.

Eligible Employees

All employees, including part-time and temporary employees, who perform at least two hours of work in a particular week in the City of Los Angeles for Satwic Inc for 30 days or more within a year from the start of their employment will be entitled to LASL.

However, new employees are not eligible to use LASL until their 90th day of employment.

Amount of Los Angeles Sick Leave

Satwic Inc will provide eligible employees with forty-eight of LASL upon hire, and annually thereafter on the employee's anniversary date of employment.

The Company does not pay employees for unused LASL. Employees who are rehired within one year of separation from employment may be eligible for reinstatement of previously accrued and unused LASL.

Limit on Amount of Los Angeles Sick Leave That Can Be Taken Each Year

The maximum amount of LASL an employee is allowed to use each year is 48 hours.

Qualifying Reasons for Los Angeles Sick Leave

Los Angeles Sick Leave can be used for the following reasons:

- For medical care, treatment, diagnosis, or preventive care, or for any other medical reason related to an employee's own illness, injury or medical condition.
- To aid or care for a covered family member, as defined below, who is receiving medical care, treatment, diagnosis, or preventive care, or any other medical reason related to a covered family member's illness, injury or medical condition.
- For certain, specified purposes when an employee is a victim of domestic violence, sexual assault or stalking.

For purposes of LASL, a covered family member includes:

- A child, defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. "Child" also includes a child to whom you function as a parent, even if they are not your legal child.
- A parent, defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian. "Parent" also includes a person who is a biological, foster, or adoptive parent, a stepparent, or a legal guardian of your spouse or registered domestic partner; or a person who acted as your parent when you were a minor, even if they are not your legal parent.
- A sibling.
- A grandparent.
- A grandchild.
- A spouse.
- A registered domestic partner.
- An individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Use of Los Angeles Sick Leave

Los Angeles Sick Leave is intended to be used only when required for the reasons described above and is not to be used for other "personal" absences. Employees are not required, as a condition of using LASL, to search for or find a replacement worker to cover the hours during which the employee is using LASL. Employees cannot be discriminated against or retaliated against for requesting or using accrued LASL.

Employees must provide reasonable oral or written notification to the HR Manager of an absence from work for which LASL is or will be used.

An employee's use of LASL may run concurrently with other leaves under local, state, or federal law.

Incremental Use

Los Angeles Sick Leave can be used for a minimum increment of one hour.

Los Angeles Sick Leave and Workers' Compensation Benefits

Los Angeles Sick Leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused LASL, you may use LASL to receive pay for these absences.

If you do not have accrued LASL, you may choose to substitute vacation/paid time off for further absences from work related to your illness or injury.

California paid sick leave.

Satwic Inc provides paid sick leave to employees who have worked 30 or more days in California within a year of their employment with the company.

Procedures

On the 1st of January each year, each eligible employee will have three days or 24 hours of paid sick time available. Employees will be able to access all three days or 24 hours of paid sick time at the beginning of each 12-month period.

Each eligible new hire will have at the start of employment, available 2 hours for each of remaining months of the calendar year. (For example, if employments start month is March, 20 hours of sick time are available).

Unused paid sick time will carry over from year to year. However, the amount of carryover may be capped at 48 hours or six days, in accordance with California law.

Upon successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy in increments of one hour, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year.

Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them.

Employees requesting time off under this policy should provide as much advanced notice to the supervisor as practicable. If employees are sick or have a serious medical condition that causes you to miss work for more than 3 days, you must notify HR of your absence to ensure proper FMLA paperwork is completed.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state, or federal law, including leave taken pursuant to the California Family Rights Act (CFRA).

Qualifying Reasons for Paid Sick Leave Paid sick time can be used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault, or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A "parent" defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

For information regarding leave under this policy, contact human resources.

The California Family Rights Act (CFRA)

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, and if we employ five or more employees, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption or foster care placement of your child; for your own serious health condition or that of your child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner, or someone else with a blood or family-like relationship with the employee

("designated person"); or for a qualifying military exigency. While the law provides only unpaid leave, employees may choose, or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth, or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take both pregnancy disability leaves and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement — for pregnancy disability, it is to the same position and for CFRA, it is to the same or a comparable position — at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or planned medical treatment for yourself or for a family member). For events that are unforeseeable, we need you to notify us, at least verbally as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you to leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner, or someone else with a blood or family-like relationship with the employee ("designated person"), who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact HR manager.

Continued Health Benefits

Under the California Family Rights Act (CFRA), eligible employees are entitled to a maximum of 12 weeks of unpaid, job-protected leave within a 12-month period. This leave can be taken for the following reasons:

- Birth of a child, or placement of a child with the employee for adoption or foster care.
- To care for the employee's own serious health condition.
- To care for a family member with serious health condition.

Family members include:

- Spouse or registered domestic partner.
 - Parent (biological, adoptive, step, or foster parent, or an individual who stood in loco parentis when the employee was a child).
 - Child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis).
 - Sibling.
 - Grandparent.
 - Grandchild.
 - Domestic partner.
- For any qualifying exigency related to the active duty or call to active duty of an employee's spouse, registered domestic partner, child, or parent in the Armed Forces.

Under California law, employees on pregnancy disability leave (PDL) will be allowed to continue to participate in group health plan coverage for up to a maximum of four months of PDL (if such insurance was provided before the leave was taken) on the same terms as if they had continued to work. The entitlements to employer-paid group health plan coverage during PDL and during CFRA leave are two separate entitlements.

Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. When possible, an employee requesting time off to vote shall give their supervisor at least two working days' notice.

Victims of Crime Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving the rights of the victim.

If you are a family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child, or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be to attend judicial proceedings or proceedings involving the rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid unless you choose to use accrued and unused paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact a Company representative with day-to-day personnel responsibilities.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Benefits

Benefits Overview

Satwic Inc is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on the length of continuous employment at Satwic Inc. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have contact HR Manager.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Company offers the following employee benefits:

- Health Insurance
- Dental Insurance
- State Disability Insurance
- Retirement Plan

Lactation Accommodation

Satwic Inc recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Satwic Inc will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, Satwic Inc will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact HR Manager to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Satwic Inc will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

California's Paid Family Leave (PFL) program provides partial wage replacement benefits to eligible employees who need to take time off for the following reasons:

- To bond with a new child entering the family through birth, adoption, or foster care placement.
- To care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner).

While PFL provides wage replacement benefits, it does not entitle employees to a leave of absence or job protection.

Workers' Compensation

Satwic Inc, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care.
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor.
- Seek medical treatment and follow-up care if required.
- Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to HR Manager; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act.

The law requires Satwic Inc to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences from work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work, related to your illness or injury.

Management

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Satwic Inc property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with Satwic Inc only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

Satwic Inc is required by law to keep current all employees' names and addresses. You are responsible for notifying the Company in the event of a name or address change.

Open-Door Policy

Suggestions for improving Satwic Inc are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us.

If you have a complaint, suggestion or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the HR manager or any other member of management.

Also, if you have raised the issue and if the problem persists, you may present it to the HR manager, who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the president of Satwic Inc, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the HR Manager.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, Satwic Inc values your observations, and you should feel free to raise issues of concern without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their supervisor. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Satwic Inc and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that Satwic Inc maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the HR Manager. You can obtain a form for making such a written request from the HR Manager.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Satwic Inc may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date Satwic Inc receives your written request to inspect or copy your personnel records (unless you/your representative and Satwic Inc mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Satwic Inc will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Remote Workers

Working remotely, also referred to as “telecommuting,” provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Company. Working remotely must be pre-approved by your supervisor.

Satwic Inc retains the right in its sole discretion to designate positions that are appropriate for working remote and approve employees for working remotely. Working remotely must be approved by your supervisor. Working remotely does not change the conditions of employment or require compliance with all Company policies and procedures. The Company reserves the right to change or terminate the *Remote Work Authorization* at any time, without cause or advance notice. Your ability to work under a Remote rest in the sole discretion of the Company. Working remotely is a privilege and may not be appropriate for all employees.

Remote Work Safety

Remote workers are solely responsible for ensuring the safety of their alternative work environment. However, because the Company is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the Company reserves the right to periodically inspect a Remote Worker's home workspace. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Remote Workers are protected by the Company's workers' compensation insurance. As such, Remote Workers are required to immediately report any injuries that occur while working.

The Remote Worker is liable for any injuries that occur to third parties at or around the Remote Worker's alternative work environment.

Hours of Work

Unless otherwise agreed hours and days of work will not change. Employees agree to apply for themselves during work hours.

Nonexempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Working remotely is not intended as a substitute for childcare or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Attendance at Meetings

Remote workers are expected to attend all required meetings.

Costs Associated with Remote Work

Satwic Inc shall not incur additional costs due to a Remote Work.

Workplace Privacy - Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. You also may not use any audio or video recordings in work areas that Satwic Inc has identified as confidential, secure or private, unless you are engaged in protected activity related to improving the terms and conditions of your employment, such as documenting health and safety issues.

Satwic Inc uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

Company Property

Electronic and social media

This policy is intended to protect the Company's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

Satwic Inc also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, smart phones, writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through Satwic Inc servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to Satwic Inc rules and regulations. Computers must be kept clean, and employees must take care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of Satwic Inc and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of Satwic Inc and remains the property of Satwic Inc.
- Information stored in Satwic Inc computers and file servers, including without limitation customer lists, vendor lists, RFP responses, billing rates, consultant pay rates, employee salaries, company financial data is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of the CEO or the president.
- Violation of any of the provisions of this policy, whether intentional or not, will subject Satwic Inc employees to disciplinary action, up to and including termination.

Monitoring of Company property

Use of Company Technology:

Access and Monitoring: Satwic Inc provides technology resources such as computers, email, and internet access for business purposes. Employees should be aware that the company reserves the right to monitor and access these resources to ensure compliance with company policies and for legitimate business reasons.

Appropriate Use: Employees are expected to use company technology responsibly and primarily for work-related activities. Personal use should be kept to a minimum and should not interfere with work performance or violate company policies.

Monitoring:

- **Scope:** Satwic Inc may monitor email, internet usage, and other electronic communications to maintain the security and integrity of its technology resources. This includes monitoring for unauthorized access, data breaches, and other security threats.
- **Transparency:** Employees will be informed about the nature and extent of monitoring activities. The company will ensure that monitoring is conducted in a fair and transparent manner, respecting the privacy rights of employees while safeguarding company interests.

Employee Privacy Rights:

- **Personal Information:** Satwic Inc is committed to protecting the personal information of its employees. Personal information will be collected, used, and disclosed in accordance with applicable privacy laws, including the CCPA if applicable.
- **Access and Control:** Employees have the right to access their personal information and request corrections if needed. Employees may also have the right to request the deletion of their personal information, subject to certain exceptions under the law.

Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of Satwic Inc policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Satwic Inc policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is within the discretion of Satwic Inc to determine if there has been a violation of this policy. Employees that engage will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Social Media

Satwic Inc does not use, nor does it condone the use of social media in the workplace for any purpose. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with the HR Manager.

Use of Internet based programs such as Facebook, Linked In, and Twitter (this is not meant to be an exhaustive list) for personal use is a violation of Company policy and use of Company property (including computers or handheld devices) to access social media tools or programs during working time on the work premises can result in discipline up to and including termination.

Employees can use their own personal devices to engage in social media during non- working times, such as breaks and meal periods; however, all other Company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information apply.

Nothing in the Company's social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

Employees' own computers (including handheld devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace, apply.

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles are Satwic Inc property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. Satwic Inc reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. Satwic Inc reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

Satwic Inc may periodically need to assign and/or change "passwords" and personal codes for

- email, voice mail, cell phones, computers, collaboration tools.

These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of Satwic Inc.

Satwic Inc reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voice-mail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing, or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Satwic Inc. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Guests and Visitors

Visits from friends and family should be kept to a minimum, to preserve an appropriate work environment. It is extremely important that the impression left with Satwic Inc visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended length of time are to be kept to an absolute minimum. The Company may not be used as a substitute for regular childcare of employees' children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

Your child is your responsibility and must be under your direct supervision at all times. If a child is ill, you must present a doctor's note to your immediate supervisor indicating the child is not contagious. Under no circumstances may children provide work for the Company, unless the child is hired as an employee pursuant to Company policies.

If you wish to bring a minor child to work and prior notice is possible, request from your supervisor and complete the Guest and Visitors Request form, which will be reviewed by HR Manager. You should also use the Guest and Visitors Request form if you wish to bring your pet to work.

The Company reserves its right in its sole discretion to deny request to bring guests, children or pets for reasons including: but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Satwic Inc premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use. This policy is not intended to limit the ability of employees to use the Company's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors, or staffing.

Parking

Employees may park their vehicles in designated areas if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of Satwic Inc property. Employees may not use parking areas specifically designated for customers, vendors, Company vehicles, or reserved for managers. Satwic Inc is not responsible for any loss or damage to employee vehicles or contents while parked on Company property.

Parking areas may be monitored with video or other surveillance for purposes of protecting Company property only. This surveillance system is in no way intended to provide employees with personal security.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are company property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and employees do not have an expectation of privacy in the use of this Company property.

The Company may ask you to assign a password to your Company cell phone to prevent unauthorized access. This password does not affect the Company's ownership of the cell phone or ability to monitor the information.

Company cell phones must not be used in any manner that violates any other Company policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment.

Employees who are provided a Company cell phone may use it to send and receive occasional and limited personal communications. Any personal usage of a Company-issued cell phone must not interfere with your work performance, take away from work time, or violate any Company policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. Employees are responsible for paying for additional time or data usage more than any rate plan maintained by the Company and unrelated to performance of job duties or following Company directions.

Smoking

Smoking is prohibited at workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Solicitation and Distribution of Literature

To ensure efficient operation of the Company's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. Satwic Inc has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor.

No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Satwic Inc because doing so may give the appearance of influencing business decisions, transactions, or service. Please discuss expenses paid by such people for business meals or trips with the Company in advance.

Conducting Personal Business

Employees are to conduct only Satwic Inc business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Satwic Inc's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Satwic Inc, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, Satwic Inc may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that they do not feel capable of handling, the supervisor should be contacted immediately.

Ours is a service business and all of us must remember that the customer always comes first. Our customers pay all of our wages. Remember, while the customer is not always right, the customer is never wrong.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally. Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help they needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor to intervene.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Avoid clothing that can create a safety hazard.

Because each employee is a representative of Satwic Inc in the eyes of the public, each employee must report to work properly groomed and wear appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

The following are examples of acceptable office attire:

- Suits
- Dress shirts
- Blouses
- Sweaters
- Sport coats
- Blazers
- Ties
- Slacks
- Skirts
- Business dress

All employees required to wear uniforms provided by Satwic Inc must take care of their uniforms and report any wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms will be provided. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need reasonable accommodation because of religious beliefs, observances or practices should contact a company representative with day-to-day personnel responsibility and discuss the need for accommodation.

Drug and Alcohol Abuse

Satwic Inc is concerned about the use of alcohol, marijuana, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and seriously impair Company operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other people.

The following rules and standards of conduct apply to all employees while on Company property, at work, or working on Company business. The following are prohibited by Company policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing illegal or controlled substances, alcohol, or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated. Satwic Inc also may bring the matter to the attention of appropriate law enforcement authorities.

To enforce this policy, Satwic Inc reserves the right to conduct searches of Company property or employees and/or their private property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Satwic Inc. In addition, the Company must keep people who sell or possess controlled substances off Company premises to keep the controlled substances themselves off the premises.

Satwic Inc will encourage and accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the CEO, President may comment to news reporters on Satwic Inc policy or events relevant to Satwic Inc.

This policy does not limit your right to discuss the terms and conditions of your employment, or to try and improve these conditions.

Off-Duty Conduct

While Satwic Inc does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by Satwic Inc, employees are expected to devote their energies to their jobs with the Company.

Employment that directly conflicts with the Company's essential business interests and disrupts business operations is strictly prohibited.

If you wish to engage in additional employment that may create a real conflict of interest, you must submit a written request to Satwic Inc explaining the details of the additional employment. If the additional employment is authorized, Satwic Inc assumes no responsibility for it. Satwic Inc shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Company time, facilities, property, or equipment (including all computers, networks, and electronic equipment must not be used for your outside political activities. Satwic Inc will not reimburse any employee for political contributions, and you should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by Satwic Inc announcing any political endorsements, you must not, through your own actions, speech, contributions, or written communication, mislead others to believe that Satwic Inc officially endorses or opposes any candidates for political office that Satwic Inc itself has not publicly announced. Company employees are entitled to their own personal position.

Satwic Inc will not discriminate against employees based on their lawful political activity engaged in outside of work.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by Satwic Inc. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Company records.
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily.
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's.
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer.
- Removing or borrowing Company property without prior authorization.
- Unauthorized use or misuse of Company equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Company property.
- Participating in horseplay or practical jokes on Company time or on Company premises.
- Carrying firearms or any other dangerous weapons on Company premises at any time.
- Causing, creating, or participating in a disruption of any kind during working hours on Company property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Using abusive, threatening, or intimidating language at any time on Company premises.
- Violation of Company punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy.
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods.
- Failing to observe working schedules, including rest and meal periods.
- Sleeping or malingering on the job.

- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances.
- Working overtime without authorization or refusing to work assigned overtime.
- Violation of dress standards.
- Violation of any safety, health, security or Company policy, rule, or procedure.
- Violation of the Company's drug and alcohol policy.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Violating the Company's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Satwic Inc remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers and pedestrians on the road, Satwic Inc employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops and tablets) while driving on Company business and/or Company time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, Web browsing or using any smart phone application while driving.

If your job requires you to keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device always. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. Violating this policy is a violation of law and a violation of Company rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of Company rules.

You must also safely pull off the road before conducting Company business.

Whistleblower Protections

Satwic Inc is dedicated to maintaining a transparent and ethical workplace. In line with this commitment and in compliance with the California Labor Code Section 1102.5, we provide protections for employees who report illegal activities or violations. This section outlines your rights and the procedures for reporting concerns.

Right to Report:

- Employees have the right to report any activity that they believe to be illegal, unethical, or in violation of company policies without fear of retaliation.

Protected Activities:

- Reporting violations of state or federal laws, rules, or regulations to a government or law enforcement agency.
- Reporting violations of company policies or ethical standards to a supervisor or the Human Resources department.
- Participating in an investigation, hearing, or inquiry conducted by a public body or the company.

Reporting Process:

- **Internal Reporting:** Employees are encouraged to report their concerns to their supervisor or the Human Resources department. Reports can be made in person, via email, or through the company's confidential reporting hotline.
- **External Reporting:** Employees may also report concerns directly to government or law enforcement agencies if they believe a violation of the law has occurred.

Confidentiality:

Satwic Inc will make every effort to maintain the confidentiality of the reporting employee, subject to the need to conduct a thorough investigation and to comply with legal requirements.

Protection from Retaliation:

- Satwic Inc prohibits any form of retaliation against employees who report concerns in good faith. Retaliation includes, but is not limited to, termination, demotion, suspension, harassment, or any other adverse action.
- Employees who believe they have been subjected to retaliation should report this immediately to the Human Resources department. The company will investigate all claims of retaliation and take appropriate corrective action.

Investigation and Resolution:

All reports of illegal activities, violations, or retaliation will be promptly and thoroughly investigated. The company will take appropriate action based on the findings of the investigation.

Compliance with California Labor Code Section 1102.5:

These protections are provided in compliance with California Labor Code Section 1102.5, which prohibits employers from retaliating against employees for disclosing information about violations of state or federal laws.

Punctuality and Attendance

As an employee of Satwic Inc, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, your assigned work must be performed by others.

You are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 2, Satwic Inc will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Advances

Satwic Inc does not permit advances against paychecks or against unaccrued vacation.

Reporting-Time Pay

Satwic Inc will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

Satwic Inc will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the Company's power to control.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to Satwic Inc benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability.
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for the salary lost due to illness and the employee has exhausted their leave under this policy.
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Company when applicable.

It is Company policy to comply with these salary basis requirements. Therefore, Satwic Inc prohibits all Company managers from making any improper deductions from the salaries of exempt employees. The Company wants employees to be aware of this policy and know that the Company does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to the HR Manager

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Makeup Time

Satwic Inc allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up for the time later in the same work week or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Make-up time requests must be submitted in writing to your supervisor, with your signature, on the Company-provided form. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least 1 day in advance of the desired time off. If you request to work makeup time first to take time off later in the week, you must submit your request at least 1 day before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same work week as the time taken off. The Company's seven-day workweek is Monday through Sunday. Employees may not work more than 11 hours in a day or 40 hours in a workweek because of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work on the scheduled makeup for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time, if possible, based on scheduling needs. If you work makeup time in advance of the time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. Satwic Inc does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.

Number of Rest Breaks

All non-exempt employees are entitled to a 10-minute paid rest break for every four hours worked. (or major fraction thereof, which is defined as any amount of time over two [2] hours. A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours).

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and are up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

For shifts more than 14 hours, you will continue to be entitled to additional paid 10-minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

HR Manager will schedule your rest break.

Meal Periods

All non-exempt employees are entitled to a 30-minute unpaid meal period for every five hours worked. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your mealtimes, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period at 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by HR Manager.

Second Meal Period

If you work more than 10 hours in a day, you will be provided with a second unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work.

Your second meal period will be scheduled by the HR Manager.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work hours must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify CEO, President.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period, you will be required to report to CEO, President, and document the reason for the missed meal period or time worked.

Please also refer to the Satwic Inc Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in each workday or workweek can apply in calculating overtime. Satwic Inc will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Satwic Inc provides compensation for all overtime hours worked by non-exempt employees in accordance with California law as follows:

- All hours worked more than eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Work weekdays begin each Sunday at 12:01 a.m.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours more than 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

Satwic Inc will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory.
- The meeting, course, or lecture is related to the employee's job.
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor.
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance.
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay.
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Timekeeping Requirements

All nonexempt employees are required to use time reporting software to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

You are not allowed to work "off the clock." Working off the clock violates company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you do any off-the-clock work, please report the work to your supervisor.

All employees must maintain time logs with description of their work in either a software OR paper format and furnish them when asked.

You also must record your time whenever you leave the building for any reason other than Satwic Inc business.

You will be required to certify that your time record is accurate.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to Satwic Inc's Meal and Rest Break Policy.

By adhering to these policies, we ensure that all employees are treated fairly and in accordance with California law.

Reporting and Addressing Violations:

- Employees should report any missed breaks or overtime violations to their supervisor or the Human Resources department as soon as possible.
- The company will investigate all reports of missed breaks or overtime violations and take appropriate corrective action to address any non-compliance.
- Employees will not face retaliation for reporting violations.

Work Schedules

Satwic Inc is normally open for business between the hours of 8:00 a.m. to 6:00 p.m., Monday-Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The work week begins at 12:01 a.m. on Sunday and ends at midnight on Saturday.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

Satwic Inc participates in a system that regularly checks state Department of Motor Vehicles (DMV records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of their job, Satwic Inc retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the rate of the IRS standard mileage rate per mile.

Ergonomics

Satwic Inc is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Satwic Inc believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

Health and Safety

All employees are responsible for their own safety, as well as those of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Satwic Inc maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the general manager's office.

In compliance with Proposition 65, Satwic Inc will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Recreational Activities and Programs

Satwic Inc or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

Satwic Inc has developed guidelines to help maintain a secure workplace. Be aware of people loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown people are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence

Satwic Inc has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, you are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Termination Process & Exit Interviews

Employee References

All requests for references must be directed to the HR manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Satwic Inc discloses only the dates of employment, and the title of the last position held of former employees.

Involuntary Termination and Progressive Discipline

Violation of Satwic Inc policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and Satwic Inc may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at Satwic Inc or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Exit Interview

An exit interview may be conducted at the discretion of management or HR to gather feedback and discuss the employee's experience with the company. The exit interview aims to identify areas for improvement and ensure a smooth transition.

Confirmation of Receipt

Signature Acknowledgment

All employees are required to sign an acknowledgment form confirming that they have received, read, and understood the Employee Handbook. This acknowledgment also includes an understanding of the at-will employment status and any updates to policies. Below is the description and the acknowledgment form to be included in the handbook:

Description

Upon receipt of the Employee Handbook, each employee is required to sign a Signature Acknowledgment form. This form serves as a record that the employee has:

Received a copy of the Employee Handbook.

Read and understood the policies and procedures contained within the Handbook.

Acknowledged their at-will employment status, meaning that either the employee or the company can terminate the employment relationship at any time, with or without cause or notice.

Agreed to comply with the policies and procedures outlined in the Handbook.

Understood that the policies in the Handbook may be updated periodically, and that continued employment is contingent upon adherence to the most current policies.

Employee Handbook Acknowledgment

I acknowledge that I have received a copy of Satwic Inc Employee Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained in this Handbook and any revisions made to it.

I understand and agree that my employment is at-will, which means that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

I also understand that the policies, benefits, and programs described in this Handbook are subject to change, and it is my responsibility to stay informed of these changes.

By signing this form, I acknowledge that I have read and understood the information in the Employee Handbook.

Employee's Signature _____

Employee's Printed Name _____

Date _____