



MISSION ASSURANCE IS OUR MISSION

304 North Broad Street Edenton, NC www.eagle-horizon.com

Employee Handbook 2021



Providing Mission Assurance through Critical Decision, Function, System and Facility Support

Welcome Aboard Letter

Welcome to Eagle Horizon Group!

As a member of our Company, it is important that you know a few things about our history, our goals, and our programs.

Eagle Horizon Group Inc. is an employee-owned Service Disabled Veteran and Economically Disadvantaged Woman Owned Small Business founded in 2010 as a Limited Liability Company in the Commonwealth of Virginia. Eagle Horizon offers national security services to government agencies in Mission Assurance:

- Policy
- Continuity of Operations / Government
- National Level Communications
- Emergency Operations planning, training and exercise
- Critical Facility infrastructure assessment, upgrade planning, operations, security Telecommunications and IT Insertion & Integration

Eagle Horizon and many of our activities are vital parts of the defense and security of the United States of America. For that reason, security is considered critical to our ability to work and deserves our continued vigilance.

Eagle Horizon is founded on the principle that its members are vital to our success and that of our customers. You are here because you bring unique and expert skills, and we are confident that you will apply these talents to our customers and their critical missions. Recognizing this, the company intends to take good care of our employees, knowing they will take great care of our customers.

This handbook was written to give you the answers to the most frequently asked questions about personnel policies and benefits, what we expect from you, and what you may expect from us in our combined efforts to serve our customers. It is designed to acquaint you with our policies as quickly as possible. Please read this entire handbook as soon as possible so that you will have an accurate understanding of the material covered. The door is open – help us to help you!

Sincerely,

Rae Ohlert
CEO

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The Purpose of This Handbook

This handbook will serve to guide you with the privileges, benefits, and responsibilities of being an employee at our company as quickly as possible. Please understand that this handbook can only highlight and summarize our company's policies and practices. For detailed information, you will have to talk to your supervisor, the Chief Operating Officer, Edward Ohlert, 703-868-7232, edward.ohlert@eaglehorizon.com or the Facility Security Officer, Rae Ohlert, 571-224-3806, rae@eagle-horizon.com.

In this company, as in the rest of the world, circumstances are constantly changing. As a result, we may have to revise, rescind, or supplement these policies from time to time. Nothing in this handbook is a contract or a promise. The policies can change at any time, for any reason, without warning. We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve this handbook in particular, or employee relations in general, we want them! Please feel free to bring ideas to Ed Ohlert, 703-868-7232.

Human Resources Contact

Lincoln Varian is our company's human resource contact. Any questions you may have regarding payroll, health benefits, 401K plan, expenses, tax information, pay stub access, timekeeping software, or any employment related questions or concerns please contact him at lincoln.varian@eagle-horizon.com or y phone at 704-519-7350.

Employment Is At Will

We sincerely hope that your employment here will be a positive and rewarding experience. However, we cannot make any guarantees about your continued employment at our company. Your employment here is at will. This means that you are free to quit at any time, for any reason, just as we are free to terminate your employment at any time, for any reason - with or without notice, with or without cause. Nothing in this Handbook constitutes a contract or promise of continued employment.

Commitment to Equal Opportunity

Our company believes that all people are entitled to equal employment opportunity. We follow state and federal laws prohibiting discrimination in hiring and employment. We do not discriminate against employees or applicants in violation of those laws.

Recruitment

We know that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions in our company. We encourage our employees to share with us their ideas about what more we can do to find and recruit talented and motivated individuals. We conduct all recruiting in a fair and nondiscriminatory manner.

Employment of Relatives

Usually, this company will not refuse to hire someone simply because he or she is related to one of our current employees. There are times, however, when employing relatives is inappropriate and has the potential to affect the morale of other employees and to create conflicts of interest for the relatives involved. Therefore, we will not hire relatives of current employees where one relative will have to supervise the other. If two employees become related while working for this company, and if one of them is in a position of supervision over the other, only one of the employees will be allowed to keep his or her current position. The other will either have to transfer to another position or supervisor or leave the company. Under this policy, the term "relatives" encompasses husbands, wives, live-in partners, domestic partners, parents, children, siblings, in-laws, cousins, aunts, and uncles. This policy covers biological relationships, marriage relationships, and step relationships.

New Employee Orientation

Within a day or two of starting work, you will be scheduled for a new employee orientation. Please bring two passport photos, identification as required on the I-9 (<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>), and a cancelled check to establish direct deposit. During this meeting, you will receive important information about our company's policies and procedures. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms, and benefits paperwork. Please feel free to ask any questions you might have about the company during the orientation meeting. If additional questions come up after the meeting, you can ask your supervisor or any of the company officers listed on the first page of this handbook.

Proof of Work Eligibility

Within three business days of your first day of work, the federal government requires you complete federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States.

Child Support Reporting Requirements

Federal and Commonwealth / state laws require us to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

Exempt and Nonexempt Employees

Your entitlement to earn overtime pay depends on whether you are classified as an exempt or a nonexempt employee. Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the federal Fair Labor Standards Act and applicable state laws. Nonexempt employees are those who meet the criteria for being covered by the overtime provisions of the federal Fair Labor Standards Act and applicable state laws. If you are uncertain about which category you fall into, speak to your supervisor or the HR Specialist.

Hours of Work

Your supervisor will let you know your work schedule, including what time you will be expected to start and finish work each day.

Flexible Scheduling

We understand that many employees must balance the demands of their job with the needs of their families and other outside commitments. Therefore, we offer our employees the opportunity to request a flexible schedule. If you would like to change your work schedule -- for example, to come in and leave a couple of hours earlier or to work more hours on some days and fewer on others -- please talk to your supervisor. The company will consider flexible scheduling requests on a case-by-case basis. When deciding whether to grant your request, we may consider the nature of your job, your work history, and our staffing needs, among other things.

Overtime

On occasion, we may ask employees to work beyond their regular scheduled hours. We expect employees to work a reasonable amount of overtime: This is a job requirement. We will try to give employees advance notice when overtime work is necessary; however, it may not always be possible to notify workers in advance. Exempt employees will not be paid for working beyond their regular scheduled hours. We will consider case-by-case exceptions to this policy if the contract under which you are working specifically authorizes paid overtime.

Nonexempt employees are entitled to payment for overtime, according to the rules set forth below.

- All overtime work must be approved in writing, in advance, by the employee's supervisor. Working overtime without permission violates Company policy and may result in disciplinary action.
- For purposes of calculating how many hours an employee has worked in a day or week, our workweek begins at 12:01 a.m. on Monday and ends at midnight on Sunday. Our workday begins at 12:01 a.m. and ends at midnight each day.
- Nonexempt employees will be paid 1½ times their regular hourly rate of pay for every hour worked in excess of 40 in a single week.
- Only time actually spent working counts as hours worked. Vacation time, sick days, holidays, or any other paid time during which an employee did not actually work will not count as hours worked.

Timekeeping

Each employee is required to accurately maintain a time sheet. ***Time must be recorded every day worked, at the end of the day.*** Employee paycheck and benefit hours are based on the hours submitted through the timesheet. Each employee is responsible for his or her own timesheet. Falsification of hours or other unauthorized alteration of this timesheet will be grounds for dismissal. No employee will write or make entries on another employee's timesheet, even if given permission. All timesheets must be correct at the end of the pay period for pay to be received. If a timesheet needs to be corrected, the employee's supervisor must make the correction and note the reason for the change.

Payday

Employees are paid twice monthly. You will receive your pay by direct deposit on the 7th and the 21st. To ensure all employees are paid promptly, all employees must submit their time sheets by the end of the last business day of the pay period.

Payroll Deductions

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Statutory deductions are deductions that we are legally required to take. Such deductions include items such as federal income tax, Social Security tax (FICA), and any applicable state taxes. Voluntary deductions are deductions that you have authorized. Such deductions might include 401(k) or Flexible Saving Accounts. If you have any questions about your deductions, or wish to change your federal withholding form (Form W-4), contact our Payroll Manager.

Wage Garnishments

A wage garnishment is an order from a court or a government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit. If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order. Employees who have a security clearance must notify the FSO of any wage garnishments.

Expense Reimbursement

From time to time, employees may incur expenses on behalf of our company/client. We will reimburse you for the actual work-related expenses you incur. You must follow these procedures to get reimbursed:

- Get permission from your supervisor before incurring an expense.
- Spend the company's money wisely. Make efforts to save money and use approved vendors whenever possible.
- Keep a receipt or some other proof of payment for every expense.
- Submit your receipts, along with any expense reports, into the Capriccio timekeeping system any time for payment within the same pay period. Your supervisor is responsible for submitting your expense report to Contracts Remember that you are spending the company's money when you pay for business-related expenses. Your supervisor can assist you in deciding whether an expense is appropriate.

Procedures for Travel Expenses

If employees are required to travel for work, the company will reimburse you for your travel expenses, including:

- cost of travel to and from the airport or train station, including parking expenses and tolls cost of airline or train tickets -- such tickets must be coach class whenever possible
- cost of an economy class rental car, if necessary
- mileage reimbursement, for those employees who prefer to use their own cars for company travel cost of lodging -- employees should select moderately priced lodging if possible, and cost of meals and other incidental expenses, up to the current federal government MI&E rate. Note that the sum of lodging and MI&E may not exceed federal government per diem without justification.

You must request advance approval of all travel expenses from your supervisor and follow the procedures above to have your expenses reimbursed.

Mileage Reimbursement

Employees who use their own vehicle for Company business will be reimbursed at the current federal government rate. Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses -- the reimbursement rate is intended to encompass all of these expenses. Before using a personal vehicle for work-related purposes, employees must demonstrate that they have a valid driver's license and adequate insurance coverage. The company does not reimburse employees for their commute to and from the workplace. To claim mileage reimbursement, you must follow these procedures:

- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled, and the purpose of your trip.
- If you anticipate having to travel an unusually long distance, consider a rental vehicle, and get your supervisor's approval before making the trip.
- Submit your record to your supervisor for approval on the last day of the month.
- Your supervisor is responsible for submitting your reimbursement request.

Employee Benefit Plans

As part of our commitment to our employees and their well-being, our company provides employees with a variety of benefit plans. However, we cannot provide the details of each plan here. You should receive official plan documents for each of the benefit plans that we offer. Those documents (along with any updates that we give you) should be your primary resource for information about your benefit plans. If you see any conflict between those documents and the information in this handbook, you should rely on the official plan documents. The benefits we provide are meant to help employees maintain a high quality of life -- both professionally and personally. We sincerely hope that each employee will take full advantage of these benefits. If you do not understand the

information in the plan documents, or if you have any questions about the benefits we offer, please talk to our Benefits Manager.

Workers' Compensation Insurance

If you suffer from an illness or injury that is related to your work, you may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. If you are injured or become ill through work, please inform your supervisor immediately regardless of how minor the injury or illness might be. To find out more about workers' compensation coverage, contact our HR Manager.

Unemployment Insurance

If your employment with our company ends, you may be eligible for unemployment benefits. These benefits provide you with a percentage of your wages while you are unemployed and looking for work. To find out more, contact your state Workforce Commission.

Paid Time Off

Eagle Horizon Group offers a combined paid time off ("PTO") program for vacation, sick leave, and personal days or floating holidays. We believe this program will give employees the flexibility to manage their time off as they see fit. Employees may use TO for sickness, for vacation, to attend a child's school activities, to care for elderly or ill family members, to take care of personal errands or business, or simply to take a day off work. Employees must schedule time off in advance with their supervisors with coordination with the customer. We will try to grant every employee's PTO request for the days off they choose. Because we must have enough workers to meet our day-to-day needs, however, we might not be able to grant every PTO request, especially during holiday periods. If circumstances, such as a medical or family emergency, prevent advance scheduling, you must inform your supervisor as soon as possible that you are taking paid time off. Because PTO encompasses vacation and sick leave, employees must manage their PTO responsibly to ensure that they have time available for emergencies, such as personal or family illness. An employee who needs time off but has no remaining PTO may be eligible to take unpaid leave. The Company will decide these requests on a case-by-case basis. Employees will be paid for any accrued and unused PTO when their employment ends. The rate of PTO accrual depends on seniority.

The Company will grant PTO time in the amounts and schedule noted below to active employees who are full time. PTO amounts are granted starting at hire based on the time periods listed (see below). PTO will continue to be granted while an employee is on USERRA applicable Military leave.

PTO amounts for eligible full-time employees	
<u>Length of Continuous Employment:</u>	<u>PTO Amounts Granted:</u>
During 1 st two years of employment	6.67 hours per month (up to 80 hours/year)
After 2 nd year of employment	10 hours per month (up to 120 hours/year)
During the 5 th year of employment	13.3 hours per month (up to 160 hours/year)

PTO USAGE PROCEDURE

- For tracking of PTO, the annual amount of PTO to be earned in the fiscal year will be available in full at the beginning of the fiscal year and deducted as used. For employees entering the company during a fiscal year, a pro-rated amount of PTO to the end of that fiscal year will be tracked as available upon entry and deducted as used. Should an employee cross an employment anniversary date during a fiscal year, the increase in tracked PTO for the remainder of the fiscal year will be added to tracking and deducted as used.

- Requests for use of PTO must be submitted by the employee to their manager at least one month prior to date of desired use.
- PTO usage dates will be scheduled at a time mutually agreeable to the employee and their manager. Subject to the discretion of their manager, an employee will be given preference in the scheduling of PTO in the order of length of employment. Consideration will be given to honor an employee's request for PTO scheduling; however, workload may not permit more than one employee on PTO at one time and time off may be postponed or scheduled accordingly by the manager. PTO cannot be taken in consecutive weeks unless approved by the employee's manager.
- When PTO is to be applied for absences related to illness, the Company reserves the right to request documentation to verify the need to miss work (see attendance policy for specific requirements).
- PTO hours used are not considered hours worked for overtime purposes as defined under the FLSA.
- If a salaried or exempt employee misses work for personal reasons or illness, and has PTO available, the PTO may be applied to the time missed in lieu of regular wages as allowed by law. This may also apply for hourly and/or other non-exempt employees.
- Once PTO has been exhausted additional time off will be unpaid unless covered by alternate paid time off policy or required otherwise by applicable law.
- If, at the date of separation of employment, employees have used more PTO than had been granted under the schedule above, the overpaid amount will be deducted from the employee's final paycheck as allowed by law. Note that tracking availability of the full year of PTO does not increase the PTO granted to the separation date.
- If, at the date of separation of employment, employees have used less PTO than had been granted under the schedule above, the unused amount will be added to the employee's final paycheck as allowed by law. Note that tracking availability of the full year of PTO does not increase the PTO granted to the separation date, and the company will not pay more PTO than has been granted under the schedule above to the date of separation.
- If paid out at separation, any granted and unused PTO will be applied to the time period following last date worked based on the amount of PTO remaining (e.g. if employee last works on a Friday and has 40 hours remaining, that 40 hours would apply to the following 40 hours of normally scheduled work).
- Unused PTO will not be carried over to the following calendar year. Any unused PTO at year end will be paid as a lump sum.
- If payout of remaining PTO is allowed at separation, employees who resign of their own accord or are laid off due to lack of work available may be paid remaining PTO as long as required advance notice of resignation is provided and actually worked. PTO cannot be used to fulfill resignation notice period in lieu of time actually worked. Unused PTO is not paid out to employees terminated for misconduct.

Amendment January 2019

2018 presented quite a few instances that pointed out the extent that our Employee Manual failed to address how we would handle among other things, PTO. To that end, we have made several changes to our policy.

EHG will still pay out any unused leave but in 2019 we are splitting leave into 2 categories. $\frac{3}{4}$ of leave hours will be employees discretionary leave, still to be taken with advanced coordination and request to and approval from the PM and the government so as to not compromise the mission. In some circumstances you may not be able to take all your leave. $\frac{1}{4}$ of leave hours will be reserved to cover any unscheduled leave. This unscheduled leave will include but not be limited to the following:

- Snow Days/Inclement weather
- Spontaneous Federal Holidays (Christmas Eve, Good Friday, National Day of Mourning, day after Thanksgiving, etc.)
- Building Access Denial (contract disputes, security processing, health/safety issues like flooding, fire, anthrax, etc.)
- Government Shut Down

- Catastrophic National Disaster
- Car trouble/flat tire/accident/traffic
- Family Emergency
- Medical Emergency
- Jail/Detention

For 40 hour/week, full-time, salaried, exempt employees, PTO is earned at a rate of 1 hour for every 11.5 hours direct labor or overhead labor worked. PTO is not earned while taking leave or on leave without pay. If an employee has leave without pay during the year, their PTO balance will be adjusted downward accordingly. Employees are permitted to “go in the hole” on PTO up to 80 hours at any given time during the year until October 1. PTO balances will be reviewed quarterly and adjustments made to bring balances within parameters (i.e., moving PTO overages into a leave without pay status and adjusting pay).

BEREAVEMENT LEAVE

Eagle Horizon provides paid time off leave to assist employees dealing with the loss of loved ones as follows: In the event of a death in the immediate family (spouse, domestic partner/significant other, child, step or foster child, grandchild, son or daughter-in-law, parent, stepparent, parent-in-law, grandparent, sibling, or stepsibling), Eagle Horizon will provide regular, full-time employees with up to three working days off with pay. In the event of a death in the extended family (aunt, uncle, niece, nephew, or cousin), Eagle Horizon will provide regular, full-time employees with one day off with pay.

Bereavement pay is calculated based on the employee’s scheduled workday, up to a maximum of 8 hours per day, and is not be included as time worked for overtime computation purposes.

Holidays

Our company observes the ten official federal government holidays. If you need to work on a holiday, a compensatory day off can be scheduled with your supervisor.

Holiday’s Observed

Eagle Horizon observes the following days on which the workplace may be closed in observance of a holiday.

1. New Year's Day
2. Birthday of Martin Luther King, Jr
3. Washington’s Birthday
4. Memorial Day
5. Independence Day (July 4th)
6. Labor Day
7. Columbus Day
8. Veteran’s Day
9. Thanksgiving Day
10. Christmas Day

When one of the above holidays falls on a day that the business or segments of the business would normally be closed anyway, the company will follow the federal government’s holiday observance. There may be occasions based on the operating needs of the business where a holiday cannot be observed, or certain departments of the business may still be operating on a day when the holiday may be observed.

To be eligible for holiday pay for a holiday workplace closure, an hourly employee must be full-time and work his/her complete assigned work shift falling immediately prior and after the observed holiday or have an acceptable

excuse (e.g., an employee who works Monday through Friday would need to work all of Friday and Tuesday around a Monday observed holiday to be eligible for holiday paid time off for the holiday). Hourly and Salaried employees will not be paid holiday pay for any holiday closures while on unpaid leave (e.g., military, FMLA) or when the observed holiday falls on a day when the employee would not otherwise have been scheduled to work. Paid holiday time off is not considered hours worked for overtime calculation purposes.

The Company recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the normally observed holidays. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the Company's business or impose an undue hardship and if the absence is approved through normal attendance policy procedures. Employees may use accrued paid time off for these occasions if available, or may take the time off as unpaid as allowed by law.

Hourly Employees

Observed holidays are only paid to eligible full-time hourly employees who have completed ninety (90) calendar days of continuous employment with the Company. Eligible hourly employees will be paid for the number of hours normally worked per day up to eight (8) hours for each observed holiday at their straight time hourly rate. Employees on approved paid time off when the observed holiday occurs will receive holiday pay for the day, but not both paid time off and holiday pay together.

Salaried Employees

Salaried employees will be eligible for observed holidays beginning at hire. Salaried employees are paid normal wages for the observed holiday, either paid as regular wages or holiday wages.

Closures

If the government is closed for any reason, it is the employee's option to take PTO or use Leave Without Pay. The ability to make-up missed working time is project-dependent and based upon contractual requirements. Any make-up time must be coordinated with the customer and approved by your supervisor.

Military Leave

Our company supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. When an employee's military leave ends, that employee will be reinstated to the position he or she would have held if continuously employed, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must tell their supervisors as soon as possible that they will need to take military leave. An employee whose military service has ended must return to work or inform the company that he or she wants to be reinstated in accordance with these guidelines:

- For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.
- During this leave, employees are entitled to use accrued PTO.
- The company will continue your health insurance benefits during your leave, under these circumstances:
- If you are absent for 30 or fewer days, you will be treated as any employee not on leave. The Company will continue to pay its share of the insurance premium, and you must continue to pay your usual share (if any).

- If your leave lasts longer than 30 days, you will have to pay the entire premium to continue your benefits.

Voting

Our Company encourages employees to exercise their right to vote. If your work schedule and the location of your polling place will make it difficult for you to get to the polls before they close, you are entitled to take up to 2 hours off work, at the beginning or end of your shift, to cast your ballot. This time will be paid. Employees who will need to take time off work to vote must inform their supervisors in advance. Employees are expected to work with their supervisors to ensure that their absence does not negatively impact company operations.

Jury Duty

If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill your jury obligations. This leave will be paid, up to 3 days. No employee will face discipline or retaliation for jury service. You must immediately inform your supervisor when you receive your jury duty summons. If you are chosen to sit on a jury, you must inform your supervisor how long the trial is expected to last. Unless sequestered or otherwise restricted by court order or procedure, you must also check in with your supervisor periodically during your jury service, so the company knows when to expect you back at work.

On any day when your jury service ends before the end of your usual workday, you must check in with your supervisor to find out whether you need to return to work for that day.

Your Job Performance

Each and every employee contributes to the success or failure of our company. If one employee allows his or her performance to slip, then all of us suffer. We expect everyone to perform to the highest level possible.

Please Act Professionally

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward customers and vendors will influence whether those relationships are successful for our company. Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on company or customer property, conducting company business, or representing the company at business or social functions. Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include the following:

- Following all of the rules in this handbook that apply to you.
- Refraining from rude, offensive, or outrageous behavior.
- Refraining from ridicule and hostile jokes.
- Treat coworkers, customers, and vendors with patience, respect, and consideration. Be courteous and helpful to others.
- Communicating openly with supervisors, managers, and coworkers.

Punctuality and Attendance

You are important to the effective operation of this business. When you are not here at expected times or on expected days, someone else must do your job or delay doing his or her own job while waiting for you to arrive. If you work with customers or vendors, they may grow frustrated if they can't reach you during your scheduled work times. As a result, we expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday. The Company reserves the right to ask for documentation for any unscheduled PTO longer than 3 days.

Employee Appearance and Dress

We ask all employees to use common sense when they dress for work. Please dress appropriately for your position and job duties, and please make sure you are neat and clean at all times. If you have any questions about the proper attire for your position, please contact your supervisor. We will try to reasonably accommodate an employee's special dress or grooming needs that are the result of religion, ethnicity, race, or disability.

Business Dress

Business dress or suit shall be worn where that is the normal dress for the customer, government personnel, or other company personnel at the workplace or meetings. Examples include office work in the Pentagon or at other government sites with a senior management role.

Business Casual

Our Company's objective in establishing a business casual dress code, is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our clients, potential employees, and visitors. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Jeans or shorts are never acceptable in the office. Jeans may be acceptable for field work. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. As a federal contractor, the company shall maintain an apolitical posture in the workplace.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive, and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or your Human Resources staff.

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Skirts, Dresses, and Skirted Suits

Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines.

Inappropriate attire for work includes tank tops; lowcut tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thong shoes, flip-flops, slippers, and any shoe with an open toe are not acceptable in the office.

Jewelry, Makeup, Perfume, and Cologne

These items should be in good taste, with limited visible body piercing and tattoos. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint and consideration.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed so long as the face is not covered due to industrial security requirements for 100% positive ID at all times.

Conclusion

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Hostile Work Environment

We expect our employees to treat everyone they meet through their jobs with courtesy and respect. Threatening, abusive, or vulgar language has no place in our workplace. It destroys morale and relationships, and it impedes the effective and efficient operation of our business. As a result, we will not tolerate threatening, abusive, or vulgar language or behavior from employees while they are on the worksite, conducting company business, or attending company-related business or social functions.

Safety Policy

Our Company takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The company will investigate the matter promptly.
- All employees must immediately report any workplace accident or injury to the Facility Security Officer.

Workplace Security

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. Every employee must comply with these security precautions. Visitors must wear an identification badge at all times when they are in our workplace. Visitors can get a badge at reception. They must return the badge when they leave company premises. If the workplace is at government site, employees will support the government's security procedures at all times. Employees must wear their ID badge at all times, prominently displayed on their person, above the waist.

Violence in the Workplace Is Prohibited

We will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously and may result in your termination. Please do not joke or make offhand remarks about violence. Verbal or physical fighting among employees is absolutely prohibited. Employees shall not engage in, provoke, or encourage a fight.

Domestic Violence

If you have been threatened or are concerned about violence or abuse by a current or former spouse, intimate partner, or other family member, we encourage you to report it to the Facility Security Officer. We will keep this information as confidential as possible. The company will not discriminate against employees who are victims of domestic violence. Once you make a report, the company will decide what steps to take for your safety and the safety of other employees. The company may ask you to provide copies of any restraining orders or other legal papers you have filed against the abuser, as well as a picture of the abuser, for security purposes. We understand that domestic violence can affect performance and attendance. If you need time off to ensure your own safety, appear in court, or handle other matters relating to domestic violence, please let us know.

Don't Use a Cell Phone While Driving

We know that our employees may use their cell phones whether these devices belong to the employee or are issued by the company, for work-related matters. Eagle Horizon employees are prohibited from using cell phones for work-related matters while driving. Eagle Horizon employees are strongly discouraged from using cell phones even for personal matters while driving. We are concerned for your safety and for the safety of other drivers and pedestrians; using a cell phone while driving can lead to accidents.

If permitted by state and federal law, employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather or traffic conditions or for any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.

Company and Personal Property Are Subject to Search

Employees do not have a right to privacy in their workspaces, any other company property, or any personal property they bring to the workplace. The company reserves the right to search company premises at any time, without warning, to ensure compliance with our policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. The company may search company property, including but not limited to lockers, desks, file cabinets, storage areas, and workspaces. The company may also search personal property brought onto company premises, including but not limited to toolboxes, briefcases, backpacks, cars, purses, and bags.

Telephone Monitoring

The Company reserves the right to monitor calls made from or received on company telephones. Therefore, no employee should expect that conversations made on company telephones will be private.

Email, Internet Use and Software

All policies regarding the use of company email, personal email accounts, internet use, social media posting and software downloads, updates, etc. are covered in a separate Technology Use Appendix.

Your Personnel File

This company maintains a personnel file on each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating income tax deductions and withholdings, and paying for appropriate insurance coverage. We do not keep medical records or work eligibility forms in your personnel file. Those are kept separately. Your personnel file is physically kept by the Facility Security Officer.

Confidentiality of Personnel Files

Because the information in your personnel file is by its nature personal, we keep the file as confidential as possible. We allow access to your file only on a need-to-know basis.

Please Notify Us If Your Information Changes

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate. Please notify us whenever any of the following changes:

- your name your mailing address your phone number your dependents
- the number of dependents you are designating for income tax withholding your marital status
- the name and phone number of the individual whom we should notify in case of an emergency, or restrictions on your driver's license. any adverse information that could affect your security clearance

Work Eligibility Records

In compliance with federal law, all newly hired employees must present proof that they are legally eligible to work in the United States. We must keep records related to that proof, including a copy of the USCIS Form I-9 that each employee completes for us. Those forms are kept as confidential as possible. We do not keep them in your personnel file.

Medical Records

We understand the particularly sensitive nature of an employee's medical records, so we do not place any such records in the employee's personnel file. We keep all medical records in a separate and secure place.

Security Clearance Records

Policies and procedures concerned with obtaining or maintaining personnel security clearances and the company's Facility Clearance are covered in the Security Handbook.

Policy Against Alcohol and Illegal Drug Use

This company is committed to providing a safe, comfortable, and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work -- or who appear at work under the influence of illegal drugs or alcohol -- harm both themselves and the work environment. As a result, we prohibit employees from doing the following:

- appearing at work under the influence of alcohol or illegal drugs
- conducting company business while under the influence of alcohol or illegal drugs (whether or not the employee is actually on work premises at the time)
- abusing alcohol or using illegal drugs on the worksite
- abusing alcohol or using illegal drugs while conducting company business (whether or not the employee is actually on work premises at the time)
- possessing, buying, selling, or distributing illegal drugs on the worksite
- possessing, buying, selling, or distributing illegal drugs while conducting Company business (whether or not the employee is actually on work premises at the time).

Illegal drug use includes more than just outlawed drugs such as marijuana, cocaine, or heroin. It also includes the misuse of otherwise legal prescription and over-the-counter drugs. While medical marijuana is legal in several states, it is still against federal law to use, grow, sell or possess any kind of marijuana. This policy covers times when employees are on call but not working and times when employees are driving company vehicles or using company equipment. Employees who violate this policy may face disciplinary action, up to and including termination.

If You Resign

If you decide to leave our company for another position, we wish you well. Please notify your supervisor in writing about your plans. If you can, please give us 2 weeks' notice. This will give us time to calculate your final paycheck and accrued overtime, vacation pay, and any other money that we owe you. You must return all company property in good condition. Even as you leave this company and move on to future endeavors, you still have an obligation to keep confidential this company's sensitive information.

Final Paychecks

Final paychecks will include all compensation earned but not paid through the date of termination.

Severance Pay Is Discretionary

Generally, our Company does not pay severance to departing employees, whether they quit, are laid off, or are fired for any reason. However, we reserve the right to pay severance. Decisions about severance pay will be made on a case-by-case basis and are entirely within the discretion of the Company. No employee has a right to severance pay, and you should not expect to receive it.

Continuing Your Health Insurance Coverage

Our company offers employees group health insurance coverage as a benefit of employment. If you are no longer eligible for insurance coverage because of a reduction in hours, because you quit, or because your employment is terminated for reasons other than serious misconduct, you have the right to continue your health insurance coverage. You will have to pay the cost of this coverage. Others covered by your insurance (your spouse and children, for example) also have the right to continue coverage if they are no longer eligible for certain reasons. If you and your spouse divorce or legally separate, or if you die while in our employ, your spouse may continue coverage under our group health plan. And once your children lose their dependent status, they may continue their health care as well. You will receive an initial notice of your right to continued health insurance coverage when you first become eligible for health insurance under the company's group plan. You will receive an additional notice when your hours are reduced, you quit, or your employment is terminated. This second notice will tell you how to choose continuation coverage, what your obligations will be, whether you are entitled to a partial subsidy, and how much you will have to pay for coverage. You must notify us if any of your family members become eligible for continued coverage due to divorce, separation, or reaching the age of majority.

Exit Interviews

We will hold an exit interview with every employee who leaves the company, for any reason. During the interview, you will have the opportunity to tell us about your employment experience here: what you liked, what you didn't like, and where you think we can improve. We greatly value these comments. The exit interview also gives us a chance to handle some practical matters relating to the end of your employment. You will be expected to return all company property at the interview. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, references, or any other matter relating to your employment. Your exit interview will also include the required debriefing for your security clearance.

References

When we are contacted by prospective employers seeking information about former employees, we will release the following data only: the position(s) the employee held, the dates the employee worked for our Company, and the employee's salary or rate of pay.

Addendum 1

Anti-Harassment Addendum

Sexual and Other Harassment

It is the goal of this Company to maintain a workplace free of sexual harassment and intimidation. Harassment against individuals on the basis of race, religion, sex, gender, sexual orientation and gender identity, national origin, disability, or any other status protected by state or federal employment discrimination laws is illegal and a violation of Eagle Horizon Group's policy. Harassment is a form of employee misconduct that undermines the integrity of the work environment. All employees and contract workers must be allowed to work in an environment free from unsolicited and unwelcome harassment. Eagle Horizon Group will take all reasonable steps to prevent sexual and other forms of harassment from occurring at its workplace. No supervisor has the authority to grant or deny promotions or to make any change in job status on the basis of provision or denial of sexual favors.

- **Prohibited Conduct:** Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
 - (ii) Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
 - (iii) It creates a hostile or offensive work environment.
- Examples of conduct that may be characterized as sexual harassment include in-person or via e-mail/internet the display of sexually suggestive material, conduct of a sexual nature (e.g., degrading comments; propositions; jokes; tricks; repeated offensive sexual flirtations; advances or propositions; obscene or sexually oriented language or gestures; display or circulation of obscene or sexually oriented printed or visual materials; offensive physical contact such as grabbing, patting, pinching, or brushing against another's body), that is unwelcome by the employee or contract worker, and/or the threat or suggestion that an individual's job advancement, security, and/or conditions of employment depend on submission to sexual demands or toleration of sexual harassment. Conduct in violation of the Sexual Harassment policy may result in discipline up to and including termination of employment or engagement.
- Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, sexual orientation and gender identity, national origin, age, disability, marital status or other legally protected categories.
- **Obligation to Report:** It is Eagle Horizon Group's policy to conduct a reasonable and effective investigation and remedy any known incidents of harassment or discrimination. In order to accomplish this, however, harassment and discrimination must be brought to the attention of Management. Accordingly, employees or contract workers who feel aggrieved because of harassment or discrimination have an obligation to communicate their problem immediately.
- The following procedure must be followed by an individual who has a complaint of harassment:
 - (i) Employees or contract workers who feel that they have been sexually harassed by anyone in a supervisory or nonsupervisory position must immediately contact Edward Ohlert, Chief Operating Officer, at 703 868-7232; Kenneth Sullivan, President, at 571 212-1569; or Rae Ohlert CEO at 571 224-3806. In addition, employees or contract workers who feel aggrieved because of sexual and other harassment may also call the Eagle Horizon Group Ethics Hotline at 540-326-4546.
- **Appropriate Investigation:** The Company will promptly investigate and take appropriate measures to prevent a recurrence of the reported harassment. The investigation will be properly and adequately documented and kept confidential to the extent possible.
- **Complaint Forms Available:** Employees and contract workers may use the attached complaint form, but are not required to do so.

- External Complaint Process: Any employee or contract worker who is not satisfied with the handling of a harassment complaint may seek further relief by contacting the appropriate state or federal agency. In Virginia, the Department of Fair Employment and Housing can be contacted by consulting the government listings section of your telephone book. The state or federal agency will, in appropriate cases, investigate complaints of harassment; after a hearing, the Fair Employment and Housing Commission may award damages to individuals actually injured as a result of unlawful harassment.

“No Retaliation.”

Employees and contract workers are protected by law from retaliation for opposing or reporting any harassment or for otherwise participating in processes connected with a harassment-related investigation, proceeding or hearing conducted by Eagle Horizon Group or the Department of Fair Employment and Housing, or the Equal Employment Opportunity Commission. Eagle Horizon Group will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of those protected activities. Contract workers will be subject to termination of their engagement with Eagle Horizon Group for engaging in retaliation.

Page ____ of ____

SEXUAL HARASSMENT COMPLAINT FORM

Name: _____

Date: _____

Describe the nature of the complaint, be as specific as possible regarding individual(s) involved, dates, witnesses, if any, etc. Please attach additional sheets as needed.

Eagle Horizon Group is obligated to investigate this complaint. While full confidentiality cannot be guaranteed, Eagle Horizon Group will protect your privacy as much as possible during and after the investigation.

The information on this form is true. This complaint form reflects the complete account of the incident, or incidents I wish to report.

Signature: _____

Addendum 2 – IT Policy

Computer Software Restrictions

The laws governing the protection of software prohibit its copying other than for legitimate backup copies, and software manufacturers are enforcing their legal protection and prosecuting violators.

In order to comply with the copyright laws and software agreements, Eagle Horizon Group's policy prohibits unauthorized copying of software that Eagle Horizon Group has purchased for either the Company or for personal use. Eagle Horizon Group also prohibits the use of software that was not legitimately purchased for Company business in company-owned computers.

Eagle Horizon Group encourages the use of personal computers for Company business and purchases software for each computer on an "as needed" basis, with the understanding that such computer will be used for purposes furthering the business of Eagle Horizon Group.

E-Mail

The electronic mail system is provided by the Company to assist in the conduct of business within the Company. The electronic mail system and any information stored on it is the property of Eagle Horizon Group, and the employees of Eagle Horizon Group do not have any personal property rights in any matter stored, created, sent, or received on the electronic mail system. The following generally apply equally to Eagle Horizon-owned and customer-owned electronic equipment and procedures. Government-owned electronic equipment and procedures may be even more restrictive for reasons of operational or cyber security.

Eagle Horizon Group has the ability to and reserves the right to review, audit, intercept, access, and disclose for any purpose, with or without notice, all messages created, received, or sent over the electronic system. The following guidelines apply to all Eagle Horizon Group employees and apply to use of company-owned electronic systems and equipment:

- The electronic mail system may not be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Eagle Horizon Group's policy against sexual or other unlawful harassment applies fully to the electronic mail system. Thus, the creation and/ or sending of such messages may be deemed as sexually or otherwise unlawful harassing conduct.
- The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or for other non-job-related solicitations. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
- The e-mail system may not be used to break into other employees' e-mail without authorization.
- Any violation of this policy may result in disciplinary action, up to and including termination of employment.

Internet Use

Access to the Internet allows employees to connect to information resources around the world. Each employee with access to the Internet has a responsibility to maintain and enhance Eagle Horizon Group's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Company's public image, the following guidelines have been established for using the Internet:

- All communications should be for professional reasons. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Databases may be accessed for information as needed.
- It is at the discretion of the employee's supervisor to grant access to the Internet.

- The Chief Operating Officer must approve all text placed on Eagle Horizon Group’s website and all changes to the website.
- Employees shall not disclose classified or unclassified information pertaining to a classified contract to the public without prior review and clearance as specified in the Contract Security Classification Specification for the contract, or as otherwise specified by the Cognizant Security Agency (customer).
- Each employee is responsible for the content of all text, audio, or images that are sent over the Internet. Employees accessing the Internet are representing the Company and are expected to exercise sound judgment in using computing resources.
- The Internet is not to be used for personal gain or advancement of individual views. Solicitation of non-Eagle Horizon Group business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not interfere with the productivity of the employee.
- Employees are prohibited from publishing/disclosing any proprietary or intellectual property information on the Internet without express written permission.
- Harassment of any kind is prohibited. The Internet may not be used for transmitting, receiving, viewing, printing or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for “chain letters,” or for any other purpose that is illegal or against Company policy or contrary to the Company’s or Customer’s interests.
- Users may not attempt to obscure the origin of any message. As stated above, abusive, profane, or offensive language must not be transmitted through the system.
- All messages created, sent, or retrieved over the Internet or stored in Eagle Horizon Group’s computers are the property of Eagle Horizon Group and should not be considered private information. Eagle Horizon Group reserves the right to access and monitor all messages and files on the computer system and to monitor usage patterns for the Internet (e.g., sites accessed, on-line length, time of day of access) as deemed necessary and appropriate. Employees may not use copyrighted material unless granted permission by the owner. All communications including text and images received on Eagle Horizon Group’s computer system may be accessed and used by Eagle Horizon Group or disclosed to law enforcement or to other third parties without the prior consent of the sender or the receiver.
- Employees are expected to exercise due caution to avoid inadvertently facilitating unauthorized access to Eagle Horizon or Customer networks. The risk to the country from cyber based intrusion includes the loss of extensive research data, weapons system designs, industry intellectual property, sensitive location data, and much more. Be aware of “Phishing” threats, do not open email from unknown senders, be aware that digital photographs may contain location data, do not visit high risk websites, use digital signature where possible, etc. DISA and other agencies provide valuable training, including anti-phishing, and Eagle Horizon employees’ documented participation in such training will be considered a significant performance enhancement.
- Employees are cautioned against sending Personally Identifiable Information (PII) and/or Protected Health Information (PHI), a significant subset of PII, unprotected. FAX with prenotification, password protected with the password via separate email(s) or encryption are means of protecting PII in transmission.
- Do not put material that would pose a risk of unauthorized exposure if forwarded in email. Avoid the use of “reply all” unless that is clearly appropriate.
- Any violation of this policy may result in discipline, up to and including termination of employment.

Handbook Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that it contains important information about the company's policies, that I am expected to read the handbook and familiarize myself with its contents, and that the policies in the handbook apply to me. I understand that nothing in the handbook constitutes a contract or promise of continued employment and that the company may change the policies in the handbook at any time.

By signing this form, I acknowledge that my employment is at will. I understand that I have the right to end the employment relationship at any time and for any reason, with or without notice, with or without cause, and that the company has the same right.

Employee's Signature

Date

Employee's Name (Print)