



Numbers Only, Inc. Employee Benefits Handbook

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GENERAL POLICIES

Equal Opportunity Employment

Numbers Only, Inc. (NOI) maintains a policy of equal employment opportunity for all employees and applicants for employment. NOI treats all employees and applicants on the basis of personal competence and potential for advancement without regard to race, color, religion, disability, creed, sex, sexual orientation, national origin or ancestry, age, or marital status. NOI recognizes the protected status of disabled or Vietnam era veterans and qualified handicapped individuals, as well as other protected classifications as established by applicable federal, state, and local laws. This policy applies to all aspects of personnel management including recruiting, hiring, transfer, promotion, job benefits, pay, termination, educational assistance, and social and recreational activities.

Americans with Disabilities Act (ADA)

As part of NOI's desire to maintain a diverse workforce, we seek to comply with the Americans with Disabilities Act and all other federal, state, and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

Employees or applicants with a qualified disability (including life-threatening illnesses) may make requests for reasonable accommodations to their supervisor. NOI will provide a reasonable accommodation, whenever possible, to facilitate the employee's abilities and productivity. Accommodations will be determined on a case-by-case basis and in conjunction with recommendations from the employee and medical professionals. Reasonable accommodations may not be made under circumstances where such accommodations will cause undue hardship for the company.

Individuals with physical or mental disabilities, as well as life-threatening illnesses, should be treated in a non-discriminatory manner at all times. Employees should always respect the rights and feelings of each other as well as vendors, visitors, and customers. Disabilities and life-threatening illnesses will be treated in a confidential manner, to the extent possible.

Life Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. NOI supports these endeavors, as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, NOI will make reasonable accommodations in

accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Personal Information

It is important that NOI's personnel records be accurate at all times. In order to avoid issues or having W2's returned, NOI requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information that may change.

Attendance

Employees are expected to arrive at work before they are scheduled to start and be at their workstation productively engaged in NOI business by the scheduled start time. All time off must be requested in advance and submitted in writing, as outlined in the appropriate categories, with the exception of sick leave. See Sick Leave and other categories for specific details.

NOI views attendance as an important facet of your job performance. All unapproved absences will be noted. Excessive absences, including for Sick Leave, will result in disciplinary action, up to and including termination.

Use of Company Property

NOI will provide you with the necessary equipment to do your job. It is forbidden to install any other programs on a company computer without the permission of your supervisor. These forbidden programs include, but are not limited to, unlicensed software, pirated music, and pornography. The copying of programs installed on the company computers is not allowed unless you are specifically directed to do so in writing by your supervisor.

Confidentiality

NOI does not permit the disclosure of any confidential or proprietary information during or after employment at NOI without the consent of a company official. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of NOI in the safeguard of confidential, unique, and valuable information that is part of our competitive advantage in the marketplace.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Appearance

NOI expects all employees, as representatives of the company, to maintain an appropriate professional appearance. All employees should practice common sense rules of neatness, good taste, and comfort. The corporate office observes “Business Casual Friday.” The individual customers establish the standards in this area for customer sites, and employees are expected to comply. It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors, and clients.

Safety and Accident Rules

Safety is everyone's responsibility at NOI. NOI provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace should be kept neat, clean and orderly.

It is your responsibility to know the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers. A copy of the Emergency Procedures will be posted in each work area.

NOI will provide all safety equipment. Employees will be responsible for reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to your supervisor.

As an employee, you have a duty to comply with NOI's safety rules, to assist in maintaining a hazard-free environment, to report any accidents or injuries, and to report any unsafe equipment, working condition, process, or procedure, immediately to a supervisor.

Employees should report safety violations or injuries to a supervisor. No employee will be punished or reprimanded for reporting safety violations or hazards. However, any deliberate or ongoing safety violation, or the creation of a hazard by an employee will be dealt with through disciplinary action by NOI, up to and including termination.

All work related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the states in which we operate.

Substance Abuse

NOI takes the problem of drug and alcohol abuse seriously and is committed to providing a substance-free work place for its employees. This policy applies to all employees of NOI, without exception, including part-time and temporary employees.

No employee is allowed to consume, sell, or purchase any alcoholic beverage during company time, and employees may not consume or possess any alcoholic beverage in any vehicle owned, leased, or rented on behalf of NOI. No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity. The exceptions are aspirin or ibuprofen-based products and legal drugs that have been prescribed to that employee, and which are being used in the manner prescribed.

NOI will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs.

All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate the Substance Abuse Policy will be subject to disciplinary action, including termination. It is our policy at NOI to assist employees and family members who suffer from drug or alcohol abuse. You may be eligible for a medical leave of absence. We encourage any employee with a problem to contact your personnel representative for details.

As a part of our policy to ensure a substance-free workplace, NOI employees may be asked to submit to a medical examination and/or be clinically tested for the presence of alcohol and/or drugs. Within the limits of federal and state laws, we reserve the right, at our discretion, to examine and test for drugs and/or alcohol. Some such situations may include, but not be limited, to the following:

- All employees who are offered employment with NOI
- Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs
- As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident
- On a random basis, where allowed by statute
- As a follow-up to a rehabilitation program, where allowed by statute
- As necessary for the safety of employees, customers, clients, or the public at large, where allowed by statute
- When an employee returns to duty after an absence other than from accrued time off, such as vacation or sick leave

It is a condition of your continued employment with NOI that you comply with the Substance Abuse Policy. Nothing in the Substance Abuse Policy shall be construed to alter or amend the employment relationship between NOI and its employees.

Sexual Harassment

NOI will not, under any circumstances, condone or tolerate conduct that may constitute sexual harassment on the part of any of its employees. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

Any employee found to have engaged in such conduct will be subject to immediate discipline, up to and including discharge.

Sexual harassment is defined as:

- Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment
- Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature
- Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - a) verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - b) physical conduct that interferes with an employee's work performance.

We, at NOI, do encourage healthy friendships among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct that may be considered offensive by fellow employees and must refrain from engaging in such conduct.

It is also expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

COMPENSATION AND BENEFITS

Payroll

NOI employees are paid bi-monthly. Our payroll process includes:

Direct Deposit

Employees are paid by the direct deposit of paychecks each pay period. Each paycheck will be automatically deposited to your checking or savings account (or divided between the two) as you choose. Each pay day, you still receive a pay stub for your records, much like a voided check, with all the same information that would appear on your regular check. Direct Deposit will be

initiated one pay period following the receipt of the signed authorization form from the employee.

Payroll Deductions

As required by law, NOI will deduct Federal Social Security and Income Tax from your payroll check each pay period.

Work Hours and Reporting

The normal workday is eight (8) hours for hourly workers, with 40 hours being a normal work week. Salaried employees generally work the same hours but may be required to work more hours as the work dictates. While you are generally expected to work the number of hours stated above, NOI does not guarantee that you will actually work that many hours in any given day or week (or to be paid for such hours if you do not work that many hours).

Overtime work is only performed when necessary and approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so. Hourly employees will receive time and one-half pay for time worked exceeding 40 hours in any given work week. Salaried employees are not entitled to overtime pay. All overtime payments will be made in the pay period following the period the overtime was worked.

Holidays

NOI recognizes the following paid holidays: New Years Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas.

When a holiday falls on a weekend, the Friday preceding or Monday following as the observed holiday will be designated as the holiday at the discretion of NOI. Regular full-time employees are paid eight (8) hours for each holiday, and regular part-time employees are paid for holidays based upon the number of hours they are normally scheduled. Temporary employees are not paid for holidays, unless they are specifically requested to work on the designated holiday (see Overtime).

Vacation

NOI full-time employees are entitled to up to 10 days of paid vacation per year. NOI will make every effort to accommodate vacation requests, unless business circumstances do not permit.

Jury Duty

We, at NOI, support employees called to fulfill their civic duty to serve jury duty when called. You must provide your supervisor with a copy of your jury summons as soon as possible upon

receiving the summons. Your regular salary will continue as before for each day served, up to 40 hours per week, for a maximum of four (4) weeks.

Adequate proof of service must be provided in order to receive your regular salary during your absence for jury duty. When you return to work, you should provide your supervisor with verification from the court of the number of days you served on the jury, and the amount that you were paid per day.

If the amount you are compensated by the court, per day, exceeds twenty (\$20) dollars per day, your regular pay will be offset by the excess amount. Extenuating circumstances, which would cause this deduction to become a penalty, must be discussed with and approved by your supervisor. If you are released from jury duty with at least four (4) hours remaining in your work day, you should return to work for the remainder of the day.

Should extraordinary circumstances exist which would make your absence severely detrimental to the operation of our company, at the time of your call to jury duty, we reserve the right to contact the court to request that your service be postponed.

Military Service

NOI grants time off work for employees in the military reserve-training program.

After six consecutive months of employment with NOI, an employee will receive one week's base regular pay for the two week period they are away serving reserve duty. You may elect to utilize accrued vacation for the second week you are away at training, if desired. If they are employed less than six months, leave will be granted without pay for the time away for reserve duty.

All employees in the military reserve training program should provide a copy of their report orders to their supervisor as soon as possible.

Insurance and Retirement Benefits

Upon, employment, employees will have the opportunity to choose a health insurance plan to purchase with a value of no more than \$10,000 annually. NOI will pay 50% of the employee's Health Insurance premium.