

CompTech Computer Technologies, Inc.

EMPLOYEE HANDBOOK





*CompTech Computer Technologies, Inc.
7777 Washington Village Dr. Ste. 270 Dayton, OH 45459*

Welcome

Welcome to **CompTech Computer Technologies**! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further **CompTech Computer Technologies's** goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, **CompTech Computer Technologies** will continue to achieve its goals. We sincerely hope you will take pride in being an important part of our success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

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Employment at Will

Employment at **CompTech Computer Technologies** is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of the Company.

This means that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this handbook is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment.

CompTech Computer Technologies employees have the right to engage in or refrain from such activities.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

CompTech Computer Technologies provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic protected by local, state or federal law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

CompTech Computer Technologies expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

CompTech Computer Technologies will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee, who has access to the compensation information of other employees or applicants as part of such employee's essential job functions, discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by CompTech Computer Technologies or consistent with the Company's legal duty to furnish information.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, CompTech Computer Technologies will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of his or her job should contact Human Resources and request such an accommodation. The individual with the disability should specify in writing what barriers or limitations make it difficult for him or her to perform the job. CompTech Computer Technologies will conduct an investigation regarding these barriers or limitations and then will engage in an interactive process to identify possible accommodations, if any, that will help eliminate the barrier(s) or limitation(s). If the accommodation is reasonable and will not impose an undue hardship on CompTech Computer Technologies and/or a direct threat to the health and/or safety of the individual or others, CompTech Computer Technologies will make the accommodation. CompTech Computer

Technologies also may propose an alternative accommodation. The individual is required to fully cooperate with CompTech Computer Technologies in seeking and evaluating alternatives and accommodations. CompTech Computer Technologies may require medical verification of both the disability and the need for accommodation.

CompTech Computer Technologies also will consider requests for reasonable accommodations for medical conditions related to pregnancy and childbirth when supported by medical documentation. Employees who wish to request an unpaid leave of absence or who wish to extend a current leave of absence because of a qualifying disability should also speak to the Human Resources Department regarding a proposed accommodation.

Commitment to Diversity

CompTech Computer Technologies is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at CompTech Computer Technologies and is an important principle of sound business management.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or any other characteristic protected by local, state or federal law, is prohibited.

It is CompTech Computer Technologies' policy to provide a work environment free of sexual and other harassment. To that end, harassment of CompTech Computer Technologies' employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

CompTech Computer Technologies will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation,

marital status, religion, age, disability, veteran status, or any other characteristic protected by state or federal law.

Definition of Sexual Harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at CompTech Computer Technologies.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.



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No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, **CompTech Computer Technologies** will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflicts of Interest and Confidentiality

Conflicts of Interest

CompTech Computer Technologies expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. CompTech Computer Technologies recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Simultaneous employment by another firm that is a competitor of or supplier to CompTech Computer Technologies.
- Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
- Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
- Participating in civic or professional organization activities in a manner that divulges confidential company information.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the company or knowledge of its affairs for personal gains.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.



Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of CompTech Computer Technologies. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the **Ezra Ross-Saunders, Snr. Director – Human Resources**.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, CompTech Computer Technologies classifies its employees as shown below. CompTech Computer Technologies may review or change employee classifications at any time.

Exempt. Exempt employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay. Your supervisor will inform you if your status is exempt.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked. Your supervisor will inform you if your status is nonexempt.

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Work Week and Hours of Work

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. Office hours are 8:30 a.m. to 5:00 p.m. Individual work schedules may vary depending on the needs of each department.

Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break by his or her supervisor, he or she will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

Time Records (see Timekeeping Addendum 1)

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, the employee and his or her supervisor must sign the time sheet attesting to its correctness before forwarding it to the Human Resources department.

Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a workweek. Nonexempt employees will be paid time and one half their regular rate of pay for all overtime hours actually worked in a workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Deductions from Pay/Safe Harbor

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work 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 compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee

may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Paychecks

CompTech Computer Technologies' pay period for all employees is bi-monthly and the pay period is 1st – 15th and 16th – end of month. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave the company.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Workplace Safety

Drug-Free Workplace

It is the policy of CompTech Computer Technologies to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. CompTech Computer Technologies also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: As required by the company for all prospective employees who receive a conditional offer of employment

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance

Post-Accident: Whenever an employee is injured in the course of employment and such injury requires treatment by a physician or other medical treatment

Random: As authorized or required by federal or state law

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Violence Prevention

CompTech Computer Technologies is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any

physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All **CompTech Computer Technologies employees** bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

CompTech Computer Technologies prohibits the possession of firearms, weapons, and other dangerous or hazardous devices and substances at all times on its property. CompTech Computer Technologies property includes company buildings and worksite. Where permitted by state and federal law, workers with concealed-carry permits may keep their firearms locked in their personal vehicle's trunk, glove box, or other enclosed compartment in CompTech Computer Technologies' parking lot. Workers are prohibited from removing firearms from their personal vehicle while on CompTech Computer Technologies' property.

The company reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services.

Emergency Closings

CompTech Computer Technologies will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible but no later than two (2) hours before the start of the employee's workday. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with **CompTech Computer Technologies**. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Dress and Grooming

CompTech Computer Technologies provides a business casual in most office environments and limited casual yet professional other work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

Social Media Acceptable Use

The company encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Pinterest, among others.

Off-duty use of social media. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. Even if a message is posted anonymously, it may be possible to trace it back to the sender. A social media site is a public place, and employees should avoid inappropriate statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, co-workers, or suppliers, or that may constitute harassment or bullying. Examples of this conduct include, offensive posts meant intentionally to harm a person’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law. **Post disclaimers.** If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use a social media to criticize the company's competition and should not use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or the company's business belongs to the company. Do not post them on a social media site without the company's permission.

Links. Employees may provide a link from a social media site to the company's website during employment (subject to discontinuance at the company's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the company's site and to register the site with the company.

Trademarks and copyrights. Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

Avoid statements about the company's future. Writing about projected growth, sales and profits, future products or services, marketing plans, or the stock price may violate certain state or federal laws.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Bulletin Boards

All required governmental postings are posted on the boards located in the break room. These boards may also contain general announcements.

Employees are able to submit notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. Please deliver notices to Human Resources.

The company reserves the absolute right to refuse permission to post or to take down any announcement. The Human Resources department approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Computers, Internet, Email, and Other Resources (see Addendum 2)

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company’s systems.

E-mails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the company.

The company encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

Refrain from using e-mail in a manner that violates any of our company guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the company’s goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for company

business purposes and are critical to the company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Employees working in sales and customer service will be subject to telephone monitoring. Should an employee need to make or receive a personal call during work hours, a telephone designated for that purpose should be used. Should the subject matter of the conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

It is also against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

Time Off and Leaves of Absence

Important Note: Many states and municipalities have laws related to leaves of absence and paid time off that include family and medical leave, paid sick leave, small necessities leave, leave for victims of domestic violence, etc. The provisions below only address federal law. Where state and local laws or government contracting requirements necessitate the provision of additional benefits, the Company will comply with those obligations.

Holidays

The Company observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas

Any additional holidays will be designated by the Company at start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the Company will select either the following Monday or the preceding Friday as a substitute holiday. The Company reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Hourly employees become eligible after they have been actively with the Company for 3 months. Salaried employees may receive holiday pay immediately upon joining the Company. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times his regularly scheduled hours (not to exceed 8 hours).

A holiday shall be considered as 8 hours worked for the purpose of computing overtime.

Holiday pay eligibility shall further depend upon the employee working a full shift on the workday preceding the holiday and a full work shift on the workday following the holiday.

The only exceptions are:

- The employee is ill and has submitted a doctor's statement,
- The holiday falls during the employee's approved vacation period, or

- The employee leaves work on the workday before or after the holiday because of an industrial accident.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the Company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The Company will seek to reasonably accommodate individuals' religious observances.

Vacation

CompTech Computer Technologies recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule.

Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

<u>Years of Employment</u>	<u>Regular Full-Time Accrual Rate</u>	<u>Regular Part-Time Accrual</u>
Less than 8 yrs.	80 hours/year (2 weeks) 6.67 hours/month	42 hours/year 3.5 hours/month/ week
8 years +	120 hours/year (3 weeks) 10 hours/month	60 hours/year 5 hours/month

Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees accrue paid vacation at the start of employment but may not take any vacation until they have completed at least 6 months of employment.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full work day up to a maximum of 2 weeks in a row.

Vacation should be used in the year it is earned. Employees will be permitted to carry-over up to 20 Hours of accrued vacation and 20 Hours of Personal Time Off (PTO) to the following calendar year, but the carry-over vacation must be used by March 31 of the following year. Unused vacation will be forfeited.

Employees whose employment terminates will be paid for unused vacation time that has accrued during the calendar year of the termination.

Sick Leave (General)

CompTech Computer Technologies provides regular, full-time and part-time employees with paid sick days. Employees become eligible for sick days after completing [Time Period] of employment.

Full-time employees accrue sick days as follows: **[Insert Accrual Basis]**

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

Employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 5 days; and for part-time employees 2.5 days.

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 3 or more consecutive days because of illness, CompTech Computer Technologies may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Sick Leave (Specified Contracts)

Paid Sick Leave for Covered Employees. If you work on the following covered federal contracts you are entitled to up to 7 days (or 56 hours) of paid sick leave per year. If this policy applies to you, it replaces any other paid sick leave policy otherwise available to you for purposes of your covered work on one of the contracts listed below.

1. Procurement contracts for construction covered by the Davis-Bacon Act (DBA);
2. Services contracts covered by the Service Contract Act (SCA);
3. Concessions contracts, including any concessions contract excluded from the SCA by the DOL's regulations at 29 C.F.R. § 4.133(b); and
4. Contracts in connection with federal property or lands and related to offering services for federal employees, their dependents, or the general public.

You will accrue the 56 hours at one hour of paid sick leave for every 30 hours worked on, or in connection with, a covered federal contract. Any unused time will carry over into the next year, but the amount you can accrue in that year is limited to no more than 56 hours at any one time. For example, if you carry over 50 hours from 2016 to 2017, you can only accrue 6 hours in 2017.

You must request sick leave, orally or in writing, at least 7 calendar days in advance when the need for leave is foreseeable, otherwise, you need to request it as soon as practicable. You must include information that indicates you wish to use your paid sick leave under this policy and, if reasonable, the expected duration of the leave.

If you are absent for 3 or more consecutive workdays, the Company may require a certification of the reason for the use of paid sick leave. The Company will inform you in advance of your return to work date that such documentation will be required.

You may use paid sick leave under this policy for any of the following reasons:

- Physical or mental illness, injury, or medical condition;
- Obtaining diagnosis, care, or preventive care from a health care provider;
- Caring for your child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship who has any of the conditions or needs for diagnosis, care, or preventive care described in (1) or (2) or is otherwise in need of care; or
- Domestic violence, sexual assault, or stalking, if the time absent from work is for the purposes described in (1) or (2) or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, including preparation for or participation in any related civil or criminal legal proceeding, or assist an individual related to you as described in (3) in engaging in any of these activities.

Physical or mental illness, injury or medical condition is intended to cover any disease, sickness, disorder or impairment of or trauma to the body or mind, regardless of whether it requires attention of a health care provider or constitutes a “serious health condition” under the FMLA. It would include, for example, the common cold, ear infections, upset stomachs, an ulcer, the flu, headaches, migraines, sprained ankle, broken arm or depressive episode.

If you have questions about this policy or wish to request leave please contact _____ at _____.

Family and Medical Leave

CompTech Computer Technologies complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Company abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee’s situation is different. Contact the Human Resources department to discuss options for leave.

Reasons for Taking Leave. Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

Military Family Leave Entitlements. Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation. If an employee does not expressly request FMLA leave, the Company reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

Benefits. Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Accrued Paid Time Off. FMLA leave, and paid vacation or sick time will run concurrently as provided under Company policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

Return-to-Work Policy. When such work is available, the Company will attempt to provide an employee with a temporary transitional assignment in accordance with documented medical restrictions.

Military Leave

CompTech Computer Technologies supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Bereavement Leave

Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The Company may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

The Company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.



*CompTech Computer Technologies, Inc.
7777 Washington Village Dr. Ste. 270 Dayton, OH 45459*

Time Off for Voting

CompTech Computer Technologies recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

Employee Benefits

CompTech Computer Technologies recognizes the value of benefits to employees and their families. The Company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the Company Summary Plan Descriptions (SPD), which are found on the Company intranet, or contact the Human Resources department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Group Life Insurance

CompTech Computer Technologies provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. The life benefit is equal to an employee's annualized base rate. The cost of this coverage is paid for in full by the Company.

Short-Term Disability

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Some states have a mandatory disability program where you may be charged a premium in the form of a payroll tax. You may elect to purchase the Company disability benefits as a supplement to the state program.

Long-Term Disability

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

401(k) Plan

CompTech Computer Technologies recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

CompTech Computer Technologies pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an illness or injury on the job.

The Company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury/illness report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance Company. In cases of true medical emergencies, report to the nearest emergency room. Failure to report an illness or injury under this provision may result in discipline up to and including termination of employment.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. CompTech Computer Technologies wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any services that might be needed.

The Company encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the Company, nor is the Company given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.



CompTech Computer Technologies, Inc.
7777 Washington Village Dr. Ste. 270 Dayton, OH 45459

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of **CompTech Computer Technologies**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree my employment with the Company is at-will. that neither this document nor any other communication shall bind the Company to employ me now or hereafter and that my employment may be terminated by me or the Company without reason at any time. Only the president of the Company has the authority to enter into an agreement that alters the at-will relationship and then only in writing signed by the president.

Employee's Name in Print

[Click Here to
Download This Form](#)

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Addendum 1

Timekeeping Policy

The supervisor should approve and cosign all timesheets.

The supervisor is prohibited from completing an employee's timesheet unless the employee is absent for a prolonged period of time on some form of authorized leave. If the employee is on travel status, the supervisor for the employee may prepare a timesheet. Upon his or her return, the employee should turn in his/her timesheet and attach it to the one prepared by the supervisor.

The guidance should state that the nature of the work determines the proper distribution of time, not availability of funding, type of contract, or other factors.

The Company policy should state that the accurate and complete preparation of timesheets is a part of the employee's job. Careless or improper preparation may lead to disciplinary actions under Company policies as well as applicable Federal statutes.

Penalties for Labor Mischarging

The manipulation of charges to a contract may be subject to criminal charges under 18 United States Code (U.S.C.) 1001, which reads as follows:

“Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the government of the united states knowingly and willfully

- Falsifies, conceals or covers up by any trick, scheme, or device a material fact;
- Makes any materially false, fictitious or fraudulent statement or representation; or
- Makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years or, if the offense involves international or domestic terrorism (as defined in section 2331), imprisoned not more than 8 years, or both.”
- Subject to the facts surrounding participation, the following individuals can be held liable for the violation:
 - Employees who fill in and sign the timesheets with the false information.
 - Supervisors who approve the timesheets with the knowledge that they contain the false information.
 - Managers and officers who know those facts and make the claim anyway by submitting the invoice based upon the false timesheet.

The Company, in a case where the falsification is known by individuals who submit or who have authority to submit or disapprove the submission of invoices, or who are of a sufficiently high enough level in the Company that the court will impute their knowledge to the corporation.

There does not have to be a direct contractual relationship between the Government and the employee who submitted the false timesheet for the employee to be liable. A person may be liable even though he or she did not submit the fraudulent claim presented to the U.S. Government.

DCAA Requirements

Time must be recorded on the timesheet in ink.

The correct distribution of time by project numbers, contract number or name, or other identifiers for a particular assignment. To ensure accuracy, a listing of project numbers and their descriptions should be provided in writing to the employee.

All changes to timesheets should be lined through, with the employee's initials beside the change, indicating the employee personally.

All hours worked must be recorded whether they are paid or not. This is necessary because labor costs and associated overheads are affected by total hours worked, not just paid hours worked. Therefore, labor rate computations and labor overhead costs should reflect all hours worked. Unpaid hours worked are termed

“uncompensated overtime.” Solicitations over the simplified acquisition threshold contain the provision at FAR 52.237-10, Identification of Uncompensated Overtime, which details disclosure requirements for uncompensated overtime made the change and that the change is correct.

The timesheet must be signed at the end of each work period.

PROCAS Solution

PROCAS Time provides an employee access to his or her timesheet where ever they have internet access. PROCAS Time also has a daily timesheet reminder option, which sends an email to employees who have not recorded their time for the day.

PROCAS Time records time digitally, which is an acceptable substitute for ink.

Work authorizations in PROCAS Time only give employees access to the work that they are authorized to perform.

Any changes to a timesheet in PROCAS Time require a reason for change, and are maintained in an audit trail.

PROCAS Accounting automatically calculates effective hourly rates based on total time worked by employees as reported by PROCAS Time. Your Company should have its own policy and procedure in place to ensure that all time is recorded on timesheets.

Secure login to PROCAS Time acts as a digital signature when the employee submits a timesheet.

Addendum 2

CompTech Computer Technologies Issued Equipment/IT resources

If used properly, electronic communication services and devices like computers, voicemail, Internet, and e-mail can make a more efficient and productive work environment. The e-mail, computer, Internet and voice-mail systems are CompTech Computer Technologies property. Personal use by an employee is prohibited while the employee is on working time. CompTech Computer Technologies may intercept, monitor, copy, review and download any communications or files employees create or maintain on these systems. When using the Internet, do not send materials of a sensitive or confidential nature unless the information is properly coded to prevent interception by third parties.

An employee's communications and use of the CompTech Computer Technologies email, computer, Internet and voicemail systems will be held to the same standard as all other business communications, including compliance with the Company's discrimination and harassment policies. Employees are expected to use good judgment in their use of CompTech Computer Technologies's system. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

Furthermore, an employee's consent and compliance with e-mail, computer, Internet and voicemail policies is a term and condition of employment. Failure to abide by these rules or to communications or files is grounds for discipline, up to and including discharge.

In order to ensure proper use, a few basic rules must be observed:

1. All electronic communication services and devices provided by CompTech Computer Technologies must not be used for games, harassment, or offensive messages. Use of such services and devices by an employee on working time for solicitation and other non-business related reasons is not acceptable.
2. CompTech Computer Technologies reserves the right to monitor and/or search any part of its computer or communications resources at any time and for any reason. For this reason, employees should not consider things like computer discs, computer programs, computer journal entries, e-mail, voicemail or any other electronic communication to be private.
3. Passwords for accessing the Company's computer resources (the network login) must not be shared with any other person, including a supervisor or manager. Password changes will be required by the network server every 60 days. Password protecting documents or spreadsheets may only be done with management approval.

4. Because of the danger of computers viruses, employees may not use any personal removable media on computers and other such equipment without the consent of a supervisor or manager.
5. Information brought into such services and devices through the Internet or other communications networks is proprietary and confidential. Employees may not copy, transfer, transmit, or otherwise share such information without the consent of a supervisor or manager.
6. Information on individual PCs is not backed up. As a result, critical documents and spreadsheets must not be stored on individual PC hard drives. (Note: There may be some instances in which storing information locally is required by a software package. Special procedures will be taken in these cases.) Each person has a special secure area on the network file server, designated as their drive or Users directory, where all information not needed by others should be stored. Shared information, which others may need to access, must be stored under shared areas of the network, on the network file server.
7. Transmission of sexually explicit pictures, jokes, or material is strictly prohibited as is the visiting of inappropriate websites.

Government Issued Equipment/IT resources

Inappropriate/Unauthorized Uses. When using Government IT resources for non-Government purposes, users are not authorized to:

1. Create, copy, transmit, or retransmit greeting cards, video, sound or other large file attachments that can degrade the performance of the entire network;
2. Utilize “Push” technology on the Internet and other continuous data streams that can also degrade the performance of the entire network. “Push” technology refers to the data distribution method in which data is automatically delivered to a computer or mobile device in real time or at periodic intervals;
3. Access pornography or hacker sites;

Note: This policy statement does not apply to any users working in an official capacity that may require access to certain sites in support of an investigative case or audit.

4. Use Government systems as a staging ground or platform to gain unauthorized access to other systems;
5. Use Government IT resources for activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate

- speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation;
6. Create, download, view, store, copy, or transmit sexually explicit or sexually oriented materials;
 7. Create, download, view, store, copy, or transmit materials related to any gambling (legal and illegal), illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited, *etc.*;
 8. Download, copy, and/or play of computer video games;
 9. Government IT resources for commercial purposes or in support of “for-profit” activities or in support of other outside employment or business activity (*e.g.*, consulting for pay, sales or administration of business transactions, sale of goods or services), including using Government IT resources to assist relatives, friends, or other persons in such activities (*e.g.*, employees may not operate or participate in the operation of a business with the use of TIGTA’s IT resources);
 10. Engage in any prohibited outside fund-raising activity, endorse any product or service, participate in any lobbying activity, or engage in any prohibited partisan political activity;
 11. Post non-public Government information to external news groups, bulletin boards, social media (*e.g.* Facebook, Twitter) or other public forums without authority. This includes any use that could create the perception that the communication was made in one’s official capacity as a Federal Government employee, unless appropriate agency approval has been obtained or the use is not at odds with the agency’s mission or positions;
 12. Acquire, use, reproduce, transmit, or distribute any controlled information, including computer software and data, that includes privacy information, copyrighted, trademarked, or material with other intellectual property rights (beyond fair use), proprietary data, or export controlled software or data; and
 13. Download files, for example music or other inappropriate material, for the purpose of forwarding them to another individual. This activity, also known as “file sharing,” is considered outside the scope of limited personal use. Furthermore, the use of file sharing technology creates a substantial computer security risk in that it may facilitate the spread of computer viruses.



Policy Receipt Acknowledgement for the Computer Usage

I have read and been informed about the content, requirements, and expectations of the Computer Usage Policy for employees at CompTech Computer Technologies Computer Technologies.

I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at CompTech Computer Technologies Computer Technologies.

I understand that if I have questions, at any time, regarding the Computer Usage Policy, I will consult with my immediate supervisor or my Human Resources staff members.

Please read the Computer Usage Policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

CompTech Equipment Issue Acknowledgement

I acknowledge receipt of the below listed equipment:

Type of Equipment	Make	Model	Serial

Employee Signature: _____

Employee Printed Name: _____

Date: _____