



EMPLOYEE HANDBOOK
Effective April 1, 2022

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Welcome to the Team!

On behalf of your colleagues, I welcome you to California Credits Group and wish you every success here.

We believe that each employee contributes directly to the Company's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Company.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Simpson". The signature is fluid and cursive, with the first name "John" being the most prominent.

John Simpson, CEO

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INTRODUCTION

Introductory Statement. At California Credits Group (“CCG”), we realize that any successful business enterprise requires fair working conditions where both management and employees know each other’s general expectations. The Company may be referred to as “the Company” throughout this handbook.

This Handbook describes the policies, rules, procedures and benefits of the Company with regards to personnel matters. It has been set forth in broad terms, and is not intended to be exhaustive of every policy, procedure, rule or benefit of the Company. It is, however, provided to you as a reference guide during your employment with the Company. If you have any questions or need clarification on specific policies or procedures, please ask your manager or the Human Resource Department.

The Company reserves the right to make any changes, additions, deletions, or modifications to this Handbook at any time, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the CEO of the Company.

Nothing contained in this Handbook constitutes or creates a contract of employment, express or implied, or a promise of employment for any specified period of time. All employment with the Company is “at- will”, which means that you or the Company may terminate the employment relationship at any time, with or without cause, and with or without notice. The “at-will” nature of your employment cannot be altered except in writing signed by the CEO of the Company.

This Handbook supersedes all previous handbooks, policies, rules, procedures, and benefits of the Company, whether oral or written, or based upon past practice.

This Handbook is the property of the Company and is intended solely for the use of its employees during their course of employment. Upon termination of employment, it is to be returned to your Manager or the Human Resources Department. Any other use of the contents of this Handbook without express written consent of the Company is strictly prohibited.

We wish you success in your position and hope your employment with the Company will be both pleasant and rewarding.

EMPLOYMENT POLICIES

At-Will Employment. The Company’s policy is that employment is “at-will”. You are free to leave the Company at any time, with or without a reason and with or without notice. The Company also has the right to end your employment at any time, with or without reason and with or without notice. Although the Company may choose to end your employment for a cause, cause is not required. Further, the Company has the right to manage its work force and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay-off, terminate, or change any term or condition of employment at any time, with or without reason and with or without notice unless otherwise required by law. The Company also reserves the right to change an employee’s hours, wages, and working conditions at any time. Nothing in this Handbook shall limit

the right to terminate at-will employment. No manager, supervisor, or employee of the Company, has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment. Only the CEO of the Company has the authority to make any such written employment agreement and any such agreement is binding only if it is in writing. Nothing in this Handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation, express or implied, of continued employment for any employee.

Equal Employment Opportunity. The Company is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and abilities. The Company's policy prohibits unlawful discrimination based on race, color, sex, religion, marital status, age, natural origin, ancestry, physical or mental disability, medical condition, pregnancy or pregnancy related condition, sexual orientation, or any other consideration made unlawful by federal, state or local law, ordinance or regulation. All such discrimination is unlawful. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics, or that the person is associated with a person who has, or is perceived to have, any of the above characteristics. Federal and state laws and the Company policy also prohibit retaliation against anyone who has expressed a good faith concern about unlawful discrimination or harassment against the employee or another individual, or who has participated in the investigation of any such concern. The Company is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Company and to all phases of the employment relationship and prohibits unlawful discrimination by any employee of the Company including supervisors and co-workers.

Selection for employment is based on the merits, qualifications and abilities of the individual in relation to the requirements for the position. The Company promotions and salary increases are granted on the basis of individual performance and ability. Terminations and reductions in force due to decreased workloads are also based on these criteria. In the same work category, where employees have equal ability and performance records, seniority may be a deciding factor in such decisions. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, as defined by law, who is an applicant or an employee unless undue hardship would result. Any otherwise qualified applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a The Company representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she believes he or she needs to perform the job. Together with the individual, The Company will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Company and the individual will identify possible accommodations, if any, that will help eliminate the limitation. If an accommodation is reasonable and will not impose an undue hardship, The Company will make such accommodation.

If an employee believes that he or she has been subjected to any form of unlawful discrimination, he or she must provide a written complaint to his/her supervisor, a manager, Human Resources or the President, as soon as possible after the incident. The complaint should include details of the incident(s), the names of the individuals involved and the names of any witnesses. Supervisors and managers will refer all complaints to the Human Resources Department as soon as possible. Upon being notified of a complaint, The Company will immediately undertake an investigation and attempt to resolve the situation. Failure on the part of a

supervisor/manager to report allegations of discrimination will lead to disciplinary action up to and including termination, if it is determined that a supervisor/manager had knowledge but did not report the discrimination to the Human Resources.

To the extent permitted by law, the Company will make reasonable efforts to maintain the confidentiality of the complaint, any investigation, and the results of such investigation to protect the privacy of the complainant, person(s) subject to the complaint and witnesses.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken, in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful discrimination will be subject to appropriate disciplinary action, up to and including termination of employment. The Company representative will advise all parties concerned of the results of the investigation, and whatever action is taken will be made known to the complainant.

The Company will not retaliate against an employee for filing a complaint or against anyone participating in any investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

The Company encourages all employees to report any incidents of discrimination forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

In Summary: The Company is an equal opportunity employer and discriminatory behavior is not acceptable at any time at CCG. It is inexcusable and the Company is committed to not tolerate it in its work environment.

Unlawful Harassment and Abusive Conduct. The Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered bullying, abusive, harassing, coercive, or disruptive, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual. Workplace bullying, or abusive conduct, is strictly prohibited in the workplace and won't be tolerated.

Abusive conduct is defined as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive and unrelated to an employer's legitimate business. This includes such actions as repeated infliction of verbal abuse, derogatory remarks and insults, verbal and physical conduct that a reasonable person would find threatening, and gratuitous sabotage or undermining of a person's work performance.

Harassment can include jokes, slurs, epithets, comments, innuendos, gestures, physical intimidation, and the display of posters, cartoons, or other materials. Any questions as to what constitutes harassment or abusive conduct should be directed to your manager/supervisor or Human Resources.

The Company will not tolerate abusive or harassing conduct that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Company does not allow anyone, including any manager/supervisor, co-worker, vendor, client, or customer, to unlawfully harass or abuse employees or applicants for employment. Harassment is also prohibited against any person providing services to The Company pursuant to a contract, as that term is defined by the Fair Employment and

Housing Act.

Unwelcome sexual advances, requests for sexual favors, threats, and other physical, verbal, or visual conduct based on sex, where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment are prohibited. This includes such things as sexual innuendos, suggestive comments, sexually oriented teasing or practical jokes, display of sexually suggestive posters, or other materials, suggestive or insulting sounds, looks, or gestures, and physical contact such as patting, pinching, or brushing against another's body.

All Company employees are responsible for helping to assure that we avoid unlawful harassment and abusive conduct. If an employee feels that he/she, another applicant or employee, or an independent contractor has been harassed or subjected to abusive conduct in violation of this policy, the employee should immediately notify Human Resources, his/her manager/supervisor, or any other Company manager.

It is the Company's policy to investigate all concerns about unlawful harassment and abusive conduct thoroughly and promptly, and to take appropriate remedial steps. This can include discipline of the harasser up to and including termination. To the fullest extent that it is practical, the concern, the investigation, and the resolution of the concern will be kept confidential. The Company will not allow retaliation against anyone who has expressed a concern about harassment or abusive conduct or who has participated in an investigation.

In Summary: All such conduct is unacceptable in the workplace and in any other work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a manager, supervisor, co-worker, client, vendor, or any other third party.

Unlawful Harassment - Reporting Procedures: The following steps have been put into place to ensure the work environment at the Company is respectful, professional, and free of harassment and abusive conduct. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of Human Resources or a member of management. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should contact the Company's CEO immediately.

Investigating Procedures: The Company will promptly investigate the facts and circumstances of any claim of harassment or abusive conduct. To the extent possible, the Company will endeavor to keep the reporting employee's concerns confidential. During the investigation, the Company generally will:

- Interview the complainant and the alleged harasser or bully
- Conduct further interviews as necessary
- Document the Company's findings regarding the complaint
- Document recommended follow-up actions and remedies, if warranted
- Inform the complainant of the Company's findings

Every manager/supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally must immediately report the issues raised to Human Resources or a member of management. Upon completion of the investigation, the Company will take corrective measures against any person who has engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Sexual Harassment Training: All employees are required to complete a sexual harassment prevention course every two years. Non-management employees must complete a one-hour course and management employees a two-hour course. Employees must complete the first training within six months of their start date or promotion into a management position.

Policy against Retaliation. No employee will be subject to, and the Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of Human Resources or the CEO. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination. We cannot remedy claimed harassment, abusive conduct, or retaliation unless you bring these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents us from taking steps to remedy the problem.

Drug and Alcohol Policy. The Company is required by law to provide a safe and healthy work environment for employees. In addition, it is the Company's goal to provide the best service possible to its clients. To achieve these goals, the Company has the following rules about the use, possession and sale of drugs and alcohol by its employees. The Company is concerned about the use of alcohol, illegal drugs and/or controlled substances, because all these substances affect the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to CCG. In addition, the use or possession of these substances constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to CCG.

The following rules and standards of conduct apply to all employees either on the Company property or during the work-day (including meals and rest periods). Behavior that violates the Company's policy includes:

- Possession, use, or being under the influence of an illegal or controlled substance or alcohol while on the job; and
- Distribution, sale or purchase of any illegal or controlled substance or alcohol while on the job.

Each employee is required to perform his/her duties unimpaired by any legal or illegal substance. Substance abuse includes the possession, use, purchase, manufacture, or sale of drugs and/or alcohol on the Company's premises. Violation of this policy will result in disciplinary action, up to and including immediate termination of

employment. The Company also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the Company reserves the right to conduct searches of the Company's property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. An employee's conviction on a charge of illegal sale or possession of any controlled substance while off the Company's premises will not be tolerated because such conduct, even though off duty, reflects adversely on CCG. In addition, the Company must keep people who sell or possess controlled substances off the Company's premises in order to keep the controlled substances themselves off the premises. Any employee reporting to work impaired will not be allowed to work and may be subject to drug and/or alcohol testing.

Legally prescribed medications/drugs may be taken during working hours. However, the use of prescription drugs and/or over-the-counter drugs may affect an employee's job performance and seriously impair the employee's value to CCG. Employees should notify their supervisors if the use of prescribed medications/drugs might affect their ability to perform the functions of their job or require reasonable accommodation. Abuse of prescription medications/drugs will not be tolerated.

An employee may be asked or required to submit to testing procedures designed to detect the presence of drugs and/or alcohol if (a) he/she is acting in a manner that leads to objective suspicion that he/she either possesses, controls, or is under the influence of a drug and/or alcohol, (b) he/she was directly or indirectly involved in a work-related accident or mishap, or (c) it is suspected that he/she has or may have been involved in the use, possession, transfer, distribution, manufacture, and/or sale of drugs or alcohol in the Company controlled areas, on the Company-owned property, while on duty.

A request for testing does not necessarily mean or imply that an employee is under the influence of any improper substance or has violated the Company's policy. However, such testing may be requested or required when the Company determines that it is appropriate to promote the interests of this policy. Any employee who does not consent to and cooperate fully with any search and/or medical testing procedure is subject to disciplinary action up to and including termination of employment.

Job applicants who receive offers of employment may be asked to submit to and pass testing procedures that are designed to detect the presence of drugs and/or alcohol. All offers of employment to such individuals will be conditioned upon the successful completion of the testing procedure.

The Company may report information with regards to possession, distribution, or use of illegal drugs to law enforcement officials. Also, any suspect substances found during a search of the Company property or an employee's personal property on the Company's premises may be turned over to law enforcement officials. Employees convicted of drug or alcohol involvement may be considered to be in violation of the Company's Drug and Alcohol Policy.

CCG, client, or vendor-sponsored activities which may include the service of alcoholic beverages are not included in this policy. However, all employees are viewed as representatives of CCG, whether at work or participating in these events. The Company expects that such consumption will be in moderation so as not to

reflect negatively on the Company's professional reputation.

The Company will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges as chemical dependency and voluntarily seeks treatment to end that dependency. All employees are asked and expected to cooperate with the Company in connection with the administration of this policy and to comply with these requirements.

Business Ethics and Conduct. The successful business operation and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the Company is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to the Company and its clients to act in a way that will merit the continued trust and confidence of the public. The Company will comply with all applicable laws and regulations and expects its directors, managers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor, or if necessary, with the Department Manager or President for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every Company employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Confidentiality. Every employee is responsible for safeguarding confidential Information obtained during employment. In the course of your work, you may have access to confidential Information, including but not limited to compensation data, customer lists, customer preferences, financial information, trade secrets, new materials research, pending projects and proposals, proprietary production processes, scientific data, and technological data. It is your responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. All employees will be required to sign a separate Confidentiality Agreement as a condition of employment. Access to Confidential Information should be on a "need-to-know" basis and must be authorized by your manager. Any breach of this policy will not be tolerated and appropriate action will be taken by the Company, including but not limited to immediate termination of employment and seeking injunctive and monetary relief. To help protect Confidential Information, employees must take the following precautionary measures:

- Discuss work matters only with other the Company employees who have a specific business reason to know or have access to such information.
- Do not discuss work matters in public areas.
- Monitor and supervise visitors of the Company to ensure that they do not have access to the Company information.
- The Company provides shredding bins to properly destroy hard copies of documents containing confidential information that is not filed or archived.
- Secure confidential information in desk drawers and cabinets at the end of every business day.
- Lock your computer screen when stepping away from your desktop for any reason.

The list of documents, reports or records above is not an exhaustive list and meant to be illustrative in nature; all documents, reports, data, records whether handwritten, computer generated, stored on electronic media, verbally communicated or through any other medium, are meant to be included in this list. Employees shall notify the Company of any actual or threatened requirement of law to disclose confidential information promptly upon receiving actual knowledge thereof and shall cooperate with The Company's reasonable, lawful efforts to resist, limit or delay disclosure. The obligations of confidentiality in this section shall not apply to any information that employee rightfully has in its possession when disclosed to it, free of obligation to the Company to maintain its confidentiality; (2) employee independently develops without access to confidential information; (3) is or becomes known to the public other than by breach of this section, or (4) is rightfully received by employee from a third party without the obligation of confidentiality. Any combination of confidential information disclosed with information not so classified shall not be deemed to be within one of the foregoing exclusions merely because individual portions of such combination are free of any confidentiality obligation or are separately known in the public domain. The employee must further understand that any of the above listed information are the sole property of the Company, and employee acknowledges that he or she read and understands the following, with reference to the ownership of the things hereinabove referred as follows:

Everything which an employee acquires by virtue of his/her employment, except the compensation that is due to him/her from his/her employer, belongs to the employer, whether acquired lawfully or unlawfully, or during or after expiration of the term of his/her employment. Employees must refer to the Data Security procedures handout for instructions and details on how to protect confidential information. The failure of an employee to follow this policy may result in disciplinary action, up to and including immediate termination of employment.

Conflicts of Interest. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Company wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Some examples of the more common conflicts that should be avoided by all employees include, but are not limited to:

- Accepting personal gifts or entertainment from competitors, clients, and suppliers; whether they are actual or potential;
- Working for a competitor, client, or supplier while employed with CCG;
- Engaging in self-employment in competition with CCG;
- Using proprietary or Confidential Information for personal gain or to the Company's detriment;

- Having a direct or indirect financial interest in or relationship with a competitor, client or supplier;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to CCG; and
- Committing the Company to give its financial or other support to any outside activity or organization without appropriate written authorization.

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a competitor, supplier, or subordinate employee of CCG, which impairs an employee's ability to exercise good judgment on behalf of CCG, creates an actual or potential conflict of interest.

Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems. An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his/her Manager or other member of management for a determination as to whether a potential or actual conflict exists.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving contracts or deals, it is imperative that they disclose to the Company's President, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. If an actual or potential conflict is determined, the Company will take whatever corrective action appears appropriate according to the circumstances. A variety of situations may arise involving conflicts of interest. The above are examples and do not constitute a complete list of potential conflicts. Failure to disclose a potential conflict of interest or engaging in a practice determined to be a conflict of interest may result in disciplinary action, up to and including termination of employment. Employees should discuss any questions or concerns with a Manager or Human Resources.

Lactation Accommodation. The Company shall provide a reasonable amount of break time and a private location to accommodate an employee desiring to express breast milk for her infant child during the first 12 months following the birth of the child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee shall be unpaid.

Disability Accommodation: The Company will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or employee, unless undue hardship would result. Any employee who requires accommodation in order to perform the essential functions of a job should contact their supervisor. The employee should advise the Company what accommodations he or she believes are needed in order to perform the job as directed by his/her health care provider. Together with the employee, the Company will engage in an interactive process to determine effective, reasonable accommodations, if any. The Company will not accommodate an employee if the accommodation would constitute a direct threat to the employee's safety or the safety of other employees.

Pregnancy Accommodation: A pregnant employee may request a reasonable accommodation of her condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or

hazardous position. If such a transfer can be reasonably accommodated, a pregnant employee will be transferred for the duration of her pregnancy. However, the Company will not undertake to create additional employment that the Company would not otherwise have created to meet its own business needs, nor will the Company be required to discharge any employee, transfer any employee with more seniority than the pregnant employee, or to promote any employee who is not qualified to perform the job. Upon transfer, an employee will receive the salary and benefits which are regularly provided to employees in the position to which the employee has transferred.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

Prohibited Conduct. In order to provide general guidance to its employees, the Company has prepared the following list of prohibited conduct, which is illustrative only. Other types of conduct causing injury to security, personal safety, employee welfare of the Company's operations are also prohibited. Employees are required to report any violations of these work rules that they witness or they may also be subject to disciplinary action. The following are examples of conduct that may result in disciplinary action up to, and including immediate termination of employment:

- Use, possession, sale, purchase or being under the influence of alcoholic beverages, intoxicating drugs, or other intoxicants at any time, on The Company's premises or while on The Company paid time.
- Theft, embezzlement, fraud or unauthorized possession of The Company's or an employee's property.
- Carrying or having possession of weapons, explosives or any other dangerous weapons (on your person or on the premises).
- Failure to immediately report an accident or injury and/or damage to the Company property and equipment.
- Personal acceptance of a fee, gift, or other valuable item from clients, customers or contractors if it places the employee in a position that creates a conflict of interest.
- Participation in practical jokes, horseplay or any other action that endangers others, the Company property, or disrupts work.
- Careless, negligent, malicious or willful destruction or damage to the Company property, or the property of another employee, customer or visitor.
- Falsification of the Company records including, but not limited to, the employment application, employment records, employment information, time records, forms, expense reports, or any other required document.
- Reporting the work time of another employee, allowing any other employee to record one's work time, or allowing falsification of any time record, either one's own or another employee.
- Non-compliance with or disregard for safety rules and/or practices or engaging in any conduct that is unsafe in nature.
- Being absent from work without permission, coming to work late, abuse of VACATION leave, or leaving the premises without notifying a manager.
- Threatening, intimidating, coercing, fighting, interfering, harassing, using abusive language towards anyone (i.e. the public, co-workers, managers, etc.) or other conduct unbecoming a the Company employee. This includes rude behavior and/or bullying.
- Incompetence, failure to perform assigned work in an efficient manner, or performance, which, in the

Company's opinion, does not meet the requirements of the position.

- Accepting other employment while on a leave of absence from CCG.
- Release of confidential information or trade secrets regarding The Company or its business.
- Use of Company material, time, or equipment for the manufacture or production of an article for unauthorized purposes or for personal use, or being wasteful of Company materials, property, or working time.
- Insubordination or refusal to comply with instructions or failure to perform duties to which assigned.
- Sleeping or malingering on the job.
- Failure to comply with the Company's time clock policy.
- Failure to abide by set standards for meal and break periods or working unauthorized overtime.
- Making or accepting excessive personal telephone calls during working hours.
- Excessive use of the Internet for non-business activities and/or visiting inappropriate websites.
- Violation of the provisions of these rules or any rules, regulations and policies prescribed by the Company or department head.
- Any action or inaction, which is a hindrance to the effective performance of CCG, functions or reflects discredit upon the Company.
- Engaging in such other practices, which may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of CCG, employees, and clients.
- Unlawful harassment or discrimination of another employee due to his/her membership in any protected class i.e. sex, race, color, national origin, age, religion, disability, etc.

Off-Duty Conduct. While the Company does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company or their own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Company's legitimate business interests or the employee's ability to perform his/her job will not be tolerated. While employed at CCG, employees are expected to devote their energies to their jobs with CCG. All employees will be judged by the same performance standards regardless of their off-duty and personal activities. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at CCG;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position at CCG;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with CCG; and

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to Human Resources explaining the details of the additional employment. If the additional employment is authorized, the Company assumes no responsibility for it. The Company will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time. If the employee has questions about this policy, he/she should contact Human Resources.

Absenteeism. The success of the Company depends upon an efficient working environment and the smooth operation of all departments. Punctuality and regular attendance are essential to the proper operation of any business. It is expected that you will be at your work site, ready to work, at the scheduled start time of your shift. If you are unable to report to work for any reason, you must directly notify your immediate supervisor (or in his/her absence, the department manager or human resources) at least thirty (30) minutes after your scheduled start time. A voicemail message may be accepted as proper notification. Failure to call in within this time frame will result in an “unexcused absence” and possible disciplinary action. You must record your time-off the day you return back to work, following your absence.

Excessive or unexcused absences may be grounds for disciplinary action up to and including termination of employment. Any employee who is absent without proper notice for three consecutive days (with exception of those qualified for any Federal/State protected leaves) will be considered to have voluntarily resigned from their position with CCG. Punctuality and regular attendance are essential to the proper operation of any business and help establish a good working reputation, which could enhance any opportunity for advancement. Tardiness disrupts the workflow and customer service, and will not be tolerated. Should you find that you will be tardy, you must notify your supervisor prior to the start of your scheduled start time. If your supervisor is not available, you must speak directly with your department manager or human resources to notify the Company of your tardiness and intended time of arrival. Be prepared to explain to your supervisor the reason for the tardiness and an expected time of arrival at work. Excessive tardiness may be grounds for disciplinary action up to and including termination of employment.

Reinstatement. Employees who are re-employed by CCG, following termination, will lose their original anniversary date for all purposes and be assigned a new date corresponding to their re-employment date of hire.

EMPLOYMENT STATUS & RECORDS

Classification of Employees. The Company will classify its employees as listed below. For both new and rehired employees, the first ninety (90) calendar days of continuous employment at the Company is considered an Introductory Period. During this time, new employees and the Company will have an opportunity to evaluate one another, as well as the employee’s compatibility with an interest in the job. During this time, the employee’s supervisor, as well as management, will closely monitor the employee’s performance, attendance, attitude and conduct to determine compatibility with the requirements of the position.

The Introductory Period does not guarantee any employee the right to employment for the duration of the Introductory or any other period of employment. The Company reserves the right to extend the length of the Introductory Period, at its sole discretion. An employee’s classification will not change merely by the passage of time. Employees will be notified in writing of any change to their employment classification. Completion of the Introductory Period does not entitle the employee to remain employed by the Company for any definite period of time; it does not alter the employee’s at-will employment status. Consistent with the Company’s policy of at-will employment, both the employee and the Company are free, at any time, with or without notice, and with or without cause, to end the employment relationship and your compensation.

- **Regular Full-time:** Employees who are regularly scheduled to work and who do work a schedule of at

least 30 hours per week.

- **Regular Part-time:** Employees who are normally scheduled to work and who do work less than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are not eligible for employee benefits unless mandated by law.
- **Temporary Employees:** Temporary employees are those employees scheduled to fill a temporary job assignment. These assignments are generally for periods of three months or fewer; however, such assignment may be extended. Temporary employees are not eligible for The Company employee benefits except where mandated by law. Upon commencement of their temporary assignments, temporary employees will be required to sign a written agreement acknowledging their status and lack of eligibility for non-mandated benefits.
- **Non-Exempt Employees:** This category includes all hourly employees who are classified by The Company as non-exempt subject to the overtime provisions of the Fair Labor Standards Act and any applicable state laws.
- **Exempt Employees:** This category includes all employees who are classified by The Company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Typically, executives, managers, professional staff, technical staff, outside sales representatives, officers, directors, owners, administrative employees, and others whose duties and responsibilities allow them to be exempt are classified as exempt. You will be notified in writing of your classification at the time you become an exempt employee.
- **Temporary/Leased Workers:** From time to time, The Company may use the services of temporary/leased workers. Temporary/leased workers are secured through an employment agency and are compensated by the employment agency. They are not eligible for The Company's employee benefits except for those mandated by law.

The Company reserves the right to review employee classifications at any time in which jobs or duties have changed. The Company reserves the right to supplement its regular full-time and part-time employees with temporary employees or temporary/leased workers in order to meet its work force needs. If an employee's status is changed from full-time to part-time, all accrued unused vacation is paid out. Employees who subsequently become ineligible to continue his/her medical benefits will be eligible to elect continued coverage under the COBRA regulations. If an employee's status is changed from part-time to full-time, the employee begins to accrue vacation and becomes eligible for employer sponsored benefits available to full-time employees.

Workday and Workweek Defined. The Company defines its workday as seven (7) consecutive days beginning on Monday at 12:01 AM and ending the following Sunday at 12:00 AM and its workday as 24 consecutive hours beginning at 12:01 AM and ending the following 12:00 AM.

Personnel Records. The Company maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance reviews, salary information, emergency and personal information, and other employment records. For legal and safety reasons, it is important that The Company always have current information about you. It is the sole responsibility of each employee to inform The Company of any changes in personal status that may alter the employee's payroll or benefits status. If for some reason, an employee needs to change his/her name and/or

Social Security number, he/she will be asked to provide original documentation authorizing the change. Human Resources will review each request on an individual basis, and will give approval if there is sufficient documentation from an appropriate government agency. Any request for information from personnel files must be directed to Human Resources. Only a Human Resources representative is authorized to disclose personnel information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise required by law. An employee may inspect and copy certain documents in his/her personnel file, as provided by law, in the presence of a Company representative at a mutually convenient time. Employees must submit a written request to view and/or copy their personnel file to Human Resources. A location, data and time will be provided within 30 days from receipt of the request. The employee may add his/her version of any disputed item to the file.

TIMEKEEPING & PAYROLL

Hours of Work. The normal workday schedule is eight working hours per day. Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's starting and quitting times. Each position has a specific workday schedule, which may be adjusted at any time. Consideration will also be made to coincide with our business hours from 8:00 am to 6:00 pm, Monday through Friday. Consult with your supervisor for the specific workday schedule for your current position. The Company will consider employee requests for flexible hours to the extent that business conditions permit. Hours worked includes all time the employee is required to be at work, either on The Company's premises, or when conducting business on behalf of the Company elsewhere; including rest periods. Hours worked does not include meal breaks.

Overtime. As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given workweek will be counted. VACATION hours, holiday hours, and any type of leave hours will not be considered toward the calculation of overtime. The Company will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a manager. The Company provides compensation for all overtime hours worked by non-exempt employees, or hours worked over 40 in one workweek. Exempt employees may have to work hours beyond their normal schedules, based on work demands. No overtime compensation will be paid to exempt employees. All overtime worked by a non-exempt employee, must be approved, in advance, by the employee's manager. Because unauthorized overtime is against the Company's policy, employees who work unauthorized overtime are subject to disciplinary action, up to and including termination of employment. In addition, refusal to work scheduled overtime may result in disciplinary action. Each supervisor/manager is responsible for control of overtime in his or her area.

Time Records. The Company will comply with all federal and state requirements to maintain records of the hours worked by its employees. Time worked is all the time actually spent on the job performing assigned duties. In order to facilitate the required record keeping, all non-exempt employees will clock in at the beginning of each shift and clock out at the end of each shift; including clocking in and out for meal periods and/or if off premises for personal business, including, but not limited to, medical appointments or other pre-approved personal business matters. Each employee is responsible for his/her own time records. An employee

who fails to properly punch in/out for each shift or who punches in/out for a co-worker will be subject to disciplinary action, up to and including immediate termination of employment. Errors need to be reviewed and approved by the employees' manager, then submitted to the Payroll Department for correction. Non-exempt employees should report to work no more than five (5) minutes prior to their scheduled starting time, or stay more than five (5) minutes after their scheduled stop time without expressed, prior authorization from their manager. Because time records are legal documents required by both federal and state agencies, you should ensure that your time is recorded accurately. Altering, falsifying, tampering with time records or clocking in/out of a co-worker's time record is strictly prohibited, and will result in disciplinary action, up to and including termination of employment.

Pay Procedures. All Company employees are paid bi-weekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The Company is required by law to make certain deductions from your paycheck. Your pay stub itemizes the deductions made from your gross earnings. Federal or state laws require we make deductions for social security, federal income tax, state income tax, state disability insurance, and any other legally- mandated taxes or deductions. In addition, you may authorize deductions for additional items, such as your contribution for health insurance, 401(k) plans, etc. If the regular scheduled payday falls on a holiday, payroll checks will be available on the last working day, preceding the holiday. The Company will provide an itemized statement with each paycheck showing the gross wages earned, list of all deductions, and the inclusive dates of the period for which the employee is paid, along with the name and address of CCG. Employees are responsible for immediately informing the Payroll Department of errors which have been made on their payroll check. Direct deposit is also available to all employees for depositing all or part of their payroll check into a checking or savings account. Please contact Human Resources for more information.

WORKING CONDITIONS & HOURS

Meal and Rest Periods. Employees are entitled to a fifteen (15) minute rest period for every four hours of work. Employees should always take their 15-minute rest periods, which should occur once in the morning and once in the afternoon, during an 8-hour day. The two breaks cannot be combined. Employees may choose when to take their break, unless their supervisor requires the break to be scheduled at a certain time due to the needs of the Company as determined by that supervisor. Employees are encouraged to take their rest breaks and are not expected to and should not work during their breaks. Non-exempt employees are paid for all rest break periods. Accordingly, you do not need to clock out when taking a rest break.

The Company requires all employees to take a sixty (60) minute meal break. Meal periods are non-compensated time. All meal periods must be taken away from the employee's desk or work area. Any change to, or extension of, the scheduled meal period must be arranged and with the approval from the employee's supervisor. It is expected that all employees will be responsible for and will take their meal and rest periods. Employees are prohibited from working "off the clock" during their meal period. Breaks must be on a scheduled or staggered sequence to insure an acceptable level of customer service at all times. Employees may not work through their meal breaks, except to the extent provided by law and only with the written approval of their supervisor. Supervisors will be responsible for coordinating employee meal and break periods.

Computer Systems – Acceptable Use. The Acceptable Use Policy is not to impose restrictions that are contrary to the Company’s established culture of openness, trust and integrity. The Company is committed to protect its employees, partners and the Company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing, and FTP are the property of CCG. These systems are to be used for business purposes in serving the interests of the Company, and of our clients and customers in the course of normal operations. The purpose of this policy is to outline the acceptable use of computer equipment at CCG. These rules are in place to protect CCG, as well as their employees and clients. Inappropriate use exposes The Company to risks including virus attacks, compromise of network systems and services, and legal issues. This policy applies to employees, contractors, consultants, temporaries, and other workers at CCG, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by CCG.

General Use and Ownership: While the Company’s network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of CCG. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager. The Company encrypts all client and project related data on the network, laptops and offsite tapes for client confidentiality and security. For security and network maintenance purposes, authorized individuals within the Company may monitor equipment, systems and network traffic at any time. The Company reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information: The user interface for information contained on Internet/Intranet/Extranet-related systems are classified as either confidential or not confidential (“Project Files” and “Public Files”), as defined by corporate confidentiality guidelines. Employees should take all necessary steps to prevent unauthorized access to this information. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months. All PC’s, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at ten (10) minutes or less, or by logging-off (control-alt- delete for Win2K users) when the host will be unattended. Use encryption of information in compliance with The Company’s Acceptable Encryption Use policy. Because information contained on portable computers is especially vulnerable, special care is exercised. All field laptops are protected with Vormetric encryption software to ensure maximum security and confidentiality. Employees must use extreme caution when operating email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.

Unacceptable Use: The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances are an employee of the Company authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CCG owned resources. The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

System and Network Activities. Violations of the rights of any person or the Company protected by copyright, trade secrets, patent or other intellectual property, or similar laws or regulations, including, but not limited to:

- The installation or distribution of “pirated” or other software products that are not appropriately licensed for use by CCG.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Company or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g. viruses, worms, Trojan horses, email bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a The Company computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any the Company account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breached or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to The Company is made.
- Executing any form of network monitoring which will intercept data not intended for the employee’s host, unless this activity is a part of the employee’s normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee’s host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Providing information about, or lists of, the Company employees to parties outside CCG.
- Email and Communications Activities
- Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of

messages.

- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited email originating from within The Company's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Company or connected via the Company's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Confidential Information: Includes any document containing employee SSN, name, date of birth, or address and all tax returns (including tax return detail and supporting schedules). The Company has implemented various security procedures as it relates to the confidentiality of data. Please refer to the Data Security procedures handout for more details and instructions. This can be provided by your manager or Human Resources. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Computer, Email Usage and Electronic Mail Retention. Computers, computer files, the email system, and software furnished to employees are The Company property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored. The Company strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Company prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Email Retention: Electronic mail, (email), is defined as any message sent through, received through or stored on The Company's email server. Such email may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically. All Company employees are required to store important emails in their public user mailbox. The Company's email server is systematically reviewed and emails that are more than two years old are automatically moved to a folder in each employee's mailbox titled "System Cleanup" once a week, and automatically deleted two weeks later. The folder structure within the "System Cleanup" folder mimics the folder structure that exists in each employee's current mailbox. Every Monday, employees receive an email with a summary of the folders from which emails were moved and the number of emails moved. Employees that would like to keep specific emails need to move those emails from the "System Cleanup" folder to their "Email Archive" folder to avoid being deleted. Originators and recipients of e-mail are responsible for identifying and saving documents that must be retained in order to comply with Federal, State or Local laws. The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use

on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation. Employees should notify their Department Manager, Director, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage. Internet access to global electronic information resources on the World Wide Web is provided by the Company to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of CCG. As such, the Company reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Abuse of the Internet access provided by the Company that is a violation of law or Company policies will result in disciplinary action, up to and including termination of employment.

Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Sending or posting messages that defame or slander other individuals
- Streaming videos and/or music (i.e. You Tube, Yahoo Music, MySpace, etc.)
- Sending messages through any chat room or an instant messenger service
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization

- Sending anonymous email messages
- Engaging in any other illegal activities

Data Security. The following procedures are in place to ensure protection of all confidential data.

Hard copy employee data (payroll, copies of job applications, I-9 forms, etc.): All hard copy employee data will be scanned into the project folder and then deposited into the shredding bin within one week of receipt. Hard copies of employee data should not be maintained. The only exceptions to this rule will be copies of tax returns.

CD's: All CD's leaving the office should be zipped and password encrypted. Refer to the instructions on how to do this. The password used should be the zip code of the client's business address. If you have shareholders and a related the Company, always use the zip code related to the Company. If you have multiple companies under one parent, always use the zip code related to the parent the Company address. Also request that any CD's being sent from a client to our office be password protected as well. All CD's received from a client must be saved onto the network and uploaded into the database the day they are received. They must then be destroyed the same day. Also, when discarding the CD's, run them through the CD destroyer which is located near the printing area.

Bringing laptops back from the field: All scanned employee files should be removed from the laptops as soon as the laptops return from the field. Please make sure you check the laptops before you return them back to the IT Dept.

Printing of employee documents/payroll in the office: All printed schedules or documents that contain confidential data must be shredded and not thrown away in the trashcan. You must use the blue trashcans to collect documents that need to be shredded. You will be responsible (with the individuals that you share a blue trashcan with) to empty it into the shredding bin at the end of each day.

Workspace Area: Your immediate workspace must be cleaned at the end of each day. Any confidential documents (containing SSN's or tax data) should be put away in folders, boxes or filing cabinets.

Emailed Documents: Confidential employee data (name & SSN) should never be included in the body of an internal or external email. In addition, all files attached to both internal and external emails must be password protected if they contain any confidential employee data (name & SSN). This includes voucher lead sheets, lead sheets emailed with check requests, hiring credit summaries, payroll reports, employee data sheets, etc. A standard password is available at the following location Q:\VoucherReview\PASSWORD.xls. This password will be periodically updated, so copy the password directly from the Excel worksheet EVERY time you need it. Do not continue to use the old password after it has been changed. You will need to select (highlight) the text that is in the "Password to Copy" section and then copy and paste it into Excel (see instructions below). IT will keep an on-going list of all historical passwords and the date ranges they were used for reference in case you ever need to go back to an old password.

Instructions for password protecting an Excel worksheet:

- Select Tools\Options
- Select the Security Tab
- In the first section titled “File encryption settings for this workbook”, in the field labeled “Password to open:”, paste the password found in Q:\VoucherReview\Password.xls, on the sheet named “current”, labeled “Password to Copy”
- Select “OK”, click “Save” and then close the workbook
- To test if it worked, double click on the icon, you should be prompted for the password before you are able to view the data
- Instructions for password protecting Word documents, Tiff Files, PDF’s, etc.: In order to password protect these documents, the file(s) will first need to be zipped and then password protected. Follow the instructions below to zip & password protect the files:
- Highlight the file(s) to be zipped and then right click on the file(s); (multiple documents can be zipped in one folder)
- Select Win Zip and then select “Zip and Email Plus...”
- Select Use Evaluation Version
- Select a name for the file, the default is the name of the document or folder
- Click on Password Protection Zip file (check box under the “Zip file name” section), then click OK
- Copy and paste the Password located in Q:\VoucherReview\PASSWORD.xls, on the sheet named “current”, labeled “Password to Copy”
- Click OK
- A new email message will open containing the zipped file that is password protected
- To test if it worked, double click on the zipped file and go through the steps to open it using WinZip. The last step will ask you for the password

Telephone Calls and Visitors.

Telephone Calls: In order to keep our telephones available for business purposes, employees are required to keep personal telephone calls to an absolute minimum. The Company telephones should be used for personal business only during breaks, lunches, or before/after the shift. Normally, work should not be interrupted by a personal telephone call except in the case of an emergency. Excessive telephone usage for personal calls (as deemed by your immediate supervisor) may result in disciplinary action, up to and including immediate termination of employment. Long distance calls should either be billed to personal calling cards or placed collect. The Company reserves the right to monitor employee telephone calls and computerized communication activity. Telephone calls, voicemail, e-mail and computer network systems are accessible at all times by CCG, and may be subject to periodic unannounced inspections by the Company for business purposes.

Visitors: To provide for the safety and security of employees and the facilities at CCG, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. If someone must visit you, please advise him/her to register at the reception area first.

Use of Cell Phones and Wireless Communications. The Company recognizes that cell phones and other electronic wireless communication devices has become a valuable tool in managing our professional and personal lives. However, these devices can raise a number of issues involving safety, security, and privacy. Employees should confine personal cell phone calls and other electronic wireless communications (such as text messages, e-mails, and instant messages) to particular hours of the day, such as lunch breaks or other rest period breaks. Employees should be courteous of their co-workers and keep ring/alert tones on vibrate or low while at work. The Company requires the safe use of cell phones by employees who use them to conduct the Company business. Employees are required to obey all applicable federal, state and local laws regarding cell phone use while driving. Employees who use hands-free cell phones should keep business conversations brief while driving, and should stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor. Fines and/or penalties incurred as a result of an employee's violation(s) of laws restricting the use of cell phones and electronic wireless communication devices are the employee's responsibility.

Safety and Health in the Workplace. It is The Company's policy to have a safe and healthful workplace. To that extent, The Company has implemented the Injury and Illness Prevention Program, which is available for review in Human Resources. Members of management are expected to do everything within their control to assure a safe environment and to always be in compliance with federal, state, and local safety regulations. All employees are expected to obey safety rules, follow established safe work practices and exercise caution in all their work activities. All employees are expected to immediately report any unsafe conditions to their supervisor. Employees at all levels of the organization who are responsible for correcting unsafe conditions should do so. Working together, we can succeed in having a safe, healthful and profitable workplace from which we all will benefit. In the event an employee suffers a work-related injury, the employee is required to immediately report the injury to his/her immediate supervisor or Human Resources. The Company will coordinate medical attention if required. Employees should refer to the Workers' Compensation policy regarding work place injuries. All work-place injuries will be investigated in order for corrective action to be taken. If the employee is found to have been negligent in any way, disciplinary action will be taken.

EMPLOYEE BENEFIT PROGRAMS

Group Benefits & Eligibility. The Company offers eligible employees a variety of benefit plans, including medical, dental, and vision coverage. As a new employee, you will be asked to make a selection and then once a year during an open enrollment period you will have the option to change your selection if you so desire. Employees are also allowed to change medical, dental, and vision selections as a result of a change in family status. Some examples of a change in family status are a birth or adoption of a child by the employee; you or your spouse changing from full-time to part-time (or vice versa); or a marriage or divorce of the employee. Some of the benefit programs are fully paid by CCG, while others require a contribution from the employee. The employee contribution is subject to change at any time throughout the year. Each benefit renewal year, the Company's contribution is reviewed based on how rates have increased or decreased, and other variables. Employees should be aware that the annual evaluation of the Company's contribution is a standard practice and employees will be advised when the contribution changes. The Company reserves the right, in its discretion, to amend, modify or eliminate all or any portion of its benefit programs at any time, with or without notice. The Company's benefit programs are fully described in the specific plan documents that relate to each particular

benefit. The plans are maintained pursuant to legal plan documents. In the case of a conflict between any summary and the plan document, the plan document is controlling. In the event of a qualified medical leave of absence (disability, pregnancy, family care medical leave, or workers' compensation), the Company will continue to make available the above benefits for a period of no more than twelve weeks. See the specific leave of absence policy for more details regarding this subject. Please contact Human Resources with any questions or to obtain complete information on any of our programs.

Employees are eligible to enroll in the company sponsored medical, dental, vision and health insurance plans if they are scheduled to work an average of 30 or more hours weekly, after completing their first 30 days of employment with the company. Employees will receive an email directing them to information about the benefit plans and costs. Employees wishing to enroll must complete the information online.

Employees are eligible to enroll in the company's 401(k) retirement plan after completing six (6) months of employment with the company. Interested employees should contact their supervisor or human resources if they are interested in participating in the plan.

Vacation. The Company believes that employees should have opportunities to enjoy time away from work to help balance their lives. The Company recognizes that employees have diverse needs for time off from work. The Company has established this vacation policy as an all-purpose time off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy. Full-time regular employees will start accruing following a 90-day waiting period, and will accrue every pay period. Eligible exempt employees do not accrue vacation, but are eligible to participate in the Company's Unlimited vacation plan.

Employees are entitled to take vacation as it accrues each pay period. Vacation accrues at a specific rate based on job title and/or years of service. The accrual rates are anywhere from 3.08 hours per pay period, equating to 10 working days per year; up to 6.15 hours per pay period, equating to 20 working days per year.

Payroll will have the accrual schedule based on your job title and/or years of service. Vacation time must be scheduled and approved in advance by your Manager, except in extraordinary circumstances or as otherwise expressly provided in this policy. Employees will receive their current regular rate of pay while on vacation. It does not include overtime or any special forms of compensation such as incentives, commissions or bonuses. Vacation may not be taken prior to being earned. Employees are encouraged to use all earned/accrued vacation benefits each year. An employee will stop accruing vacation when they have accrued an amount that is equal to 1.5 times their current annual rate of accrual. If the employee uses enough vacation to fall below the maximum, he/she will resume earning vacation from that day forward. An authorized the Company holiday that falls on a normal business day, during requested vacation is not counted as a vacation day. The Company reserves the right to notify employees of the requirement to use accrued but unused vacation.

Vacation can be used in minimum increments of thirty (30) minutes. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible.

The direct supervisor must also be contacted on each additional day of unexpected absence. Exempt and non-

exempt employees must turn in vacation forms for full vacation hours as well as partial vacation hours. To schedule planned vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Unpaid time-off is generally not allowed, but under limited circumstances it will be granted. Unpaid time-off must be approved at least one month in advance, unless due to serious medical emergencies or other extraordinary circumstances, to be determined on a case-by-case basis. Unpaid time-off also must be approved by a senior member of management. Vacation is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Employees on an unpaid leave of absence do not accrue vacation time.

Illnesses or Injuries of More Than Three (3) Consecutive Days: If an employee is absent for three (3) or more consecutive days due to their own illness or injury, or to attend to the illness or injury of a family member (child, parent, spouse, domestic partner, domestic partner's child, or any other relationship as determined by law); a health care provider's statement must be provided verifying the illness/injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to accrued vacation benefits. These policies need to be considered for those absences that are for one's own serious health condition or for caring for a family member with a serious health condition. Failure to call in or report to work for three consecutive days, the Company will assume that the employee has voluntarily resigned from his/her position. Employees are required to actually take their vacation hours away from work. There will be no pay in lieu of vacation time not taken except:

- Upon termination of employment, at which time all earned/accrued vacation hours will be paid in full.
- When an employee's status changes from full-time to part-time.
- When an employee takes an approved Leave of Absence.

Blackout Dates: Due to the high volume of work and corresponding tax deadlines, and except in extraordinary circumstances to be determined on a case-by-case basis, vacation will not be allowed during specific times during the year. The senior operations executive or Human Resources will send out the Blackout Dates to those affected based on job title. The schedule will be distributed at least one month prior to the start of the black-out period.

Holidays. All regular fulltime employees shall be eligible for the following paid holidays:

New Year's Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Day

The Company will grant paid holiday time-off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Generally, if a holiday falls on a Saturday, the Company will observe the holiday on the Friday before the holiday, and if the holiday falls on a Sunday, the Company will observe the holiday on the Monday following the holiday. In order to be eligible for holiday pay, employees must work their regular scheduled day

before and after a holiday, unless they are on a pre-approved vacation or have provided certification from a treating physician attesting to the employee's illness, or that of an immediate family member. If a recognized holiday falls during an eligible employee's already scheduled vacation, holiday pay will be provided instead of the vacation benefit that would otherwise have applied. Employees may not elect financial compensation in lieu of taking time off for a holiday.

The following employees are ineligible for holiday pay:

- Employees who are not fulltime status;
- Employees on leaves of absence;
- Temporary employees.

Flexible Spending Account (FSA). The Company offers eligible employees a Flexible Spending Account (FSA) program. The program allows you to set money aside from your earnings to pay for:

- Out-of-pocket medical, dental, and vision expenses,
- Dependent care "Day Care" expenses, and
- Premiums to participate in the Company's group health plan(s).

The program is one of the benefits allowed by Internal Revenue Code Section 125. One of the important features of the program is that the benefits you choose are ones that you are already paying for, but with money that has first been subject to Federal, State and Social Security taxes. Internal Revenue Code 125 allows you to pay for these benefits with a portion of your earnings before taxes are withheld. This means that you will pay less tax and have more money to spend and save. Eligible employees can enroll in this plan during open enrollment, which begins on June 1st. If you are newly eligible for this program, you must enroll within 30 days. Details of the FSA program are described in the Summary Plan Description (SPD). For more information, please contact Human Resources for more details.

Personal Leave of Absence. A personal leave of absence is an unpaid management-approved temporary period of time away from employment, initiated at the employee's request, with a total time away from work not to exceed thirty (30) days per calendar year. An employee desiring a personal leave of absence must submit to his/her manager a fully detailed written request stating the purpose, duration, start date, and intended date of return. The request must be submitted at least two (2) weeks prior to the intended commencement date of the leave. The decision whether or not to grant the leave will be made by the manager. The company will consider business necessity, the purpose and urgency of the request, and the employee's performance and attendance records in determining whether the request will be granted. The Company cannot and will not guarantee employees returning from a personal leave of absence that they will be reinstated. An employee granted a leave of absence must resume work on the first scheduled workday following the expiration date of the leave. If the employee does not return on the specified date, he/she will be considered to have voluntarily resigned. Employees will be considered to have voluntarily resigned their employment during a personal leave of absence under the following circumstances:

- The employee applies for unemployment compensation;

- The employee accepts other employment or starts his/her business during the leave; and/or
- The employee does not use the leave of absence for its stated purpose.

Any employee, who is granted a personal leave of absence without pay, must use any available vacation pay prior to being placed on leave without pay. Vacation time will not accrue while an employee is on a personal leave of absence. During a personal leave of absence, the Company will not pay an employee's benefit coverage premiums. In order to continue to have benefit coverage, the employee must make self-payments of the entire premium prior to the first working day of the month.

Employee Military Leave. A regular full-time employee who leaves the Company for active military service is considered to be on military service leave of absence. The employee is entitled to reinstatement upon completion of military service provided his/her application for reinstatement is made within 90 days of his/her discharge. An employee returning from active military service within 90 days of discharge (or released from hospitalization that continued following discharge) will be offered the same position held at the time of leaving, unless the job no longer exists, or the job has been filled in order to avoid undermining The Company's ability to operate safely and efficiently, or the employee is not capable of performing the job responsibilities. If the employees' former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or the employees' filling the available position would substantially undermine The Company's ability to operate safely and efficiently or the employee is not capable of performing the job responsibilities. An employee ordered on military duty for 17 days or less per year, will not be placed on military service leave, but will be given an excused absence without pay. Employees who are called or who volunteer for active military duty, the Reserves, or the National Guard should submit copies of their military orders to their manager as early as possible. The Company will observe all federal and state laws regarding reinstatement.

Leave for Spouse of Military Members. An employee who works an average of twenty or more hours per week and whose spouse is a qualified member of the armed services shall be entitled to take up to ten days' unpaid leave during a qualified leave of the employee's spouse. In order to become entitled to the unpaid leave described above, the employee must give the employer notice of his or her intention to take the leave within two business days of receiving official notice that his or her spouse will be on leave from his or her deployment.

Jury/Witness Duty. The Company recognizes the civic responsibility of employees called upon to perform jury duty. The Company will cooperate fully with all local, state, and federal courts by providing a leave of absence for jury duty to all regular employees. If an employee is summoned for jury duty or to be a witness in a court case, the employee must immediately notify his/her manager of the approximate dates and times for which he/she will be absent from work.

Regular full-time exempt salaried employees are eligible for up to two weeks of paid jury duty leave over any one-year period, for weeks where they perform no work. The remainder of the service will be unpaid. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on a jury. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available vacation or may request an unpaid jury duty leave of absence.

Non-exempt employees do not qualify for paid jury duty leave, although they may use any available vacation. Upon completion of jury duty, Verification of Attendance Form must be presented to Human Resources. Employees who are excused from jury duty for the day, or are excused early, should report to work when practical to do so. An employee may take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. When an employee is required to appear before a court or governmental agency pursuant to a subpoena on the Company related business, said leave shall be with pay. When an employee is required to appear in any judicial proceeding pursuant to a subpoena on non-Company related business, the employee will not be paid their salary or wages while making such an appearance, but will be returned to their position upon completion of such duty. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to appear. When an employee receives a subpoena requiring him/her to be present in a judicial proceeding during working hours, he/she must notify his/her manager and present a copy of the subpoena to his/her manager as soon as it is received so that appropriate arrangements can be made to provide for his/her absence.

Victims of Crime, Domestic Violence, Sexual Assault or Stalking. Employees who are victims of a crime (including domestic violence or sexual assault), an immediate family member of a victim, a registered domestic partner of a victim or the child of a domestic partner of a victim are eligible for unpaid leave. Examples of needs for leave include to:

- Attend a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure the employee's health, safety or welfare;
- Appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding;
- Seek medical attention for injuries caused by domestic violence or sexual assault;
- Obtain services from a domestic violence shelter, program, or rape crisis center;
- Obtain psychological counseling related to an experience of domestic violence or sexual assault; or
- Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

An employee who needs to take crime victim or domestic abuse leave should give advance notice unless it is not feasible (for example, the employee or the employee's minor child is at risk of danger). The employee may, if he or she chooses, use earned but unused vacation for these purposes. To the extent allowed by law, the Company will maintain the confidentiality of the Employee requesting leave.

Voting. Employees who are voters in statewide elections may obtain necessary time to vote in such elections. If the employee voter does not have sufficient time outside of working hours to vote in a statewide election, he/she may, without loss of pay, take off up to two hours of working time to vote. Such time must be at the beginning or the end of the regular working shift, whichever allows the freest time for voting and the least time off from working, unless otherwise mutually agreed. The employee must notify the Company at least two working days in advance to arrange for voting time.