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AN URSA COMPANY

Open Source Integrators Employee Handbook

December 1, 2017

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Section 1. Introduction

This Handbook is designed to acquaint you with Open Source Integrators and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Handbook applies to all employees of Open Source Integrators. Following the policies described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters and employee's status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between Open Source Integrators and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of reference.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 Changes in Policy

This Handbook supersedes all previous employee Handbooks and memos that may have been issued from time to time on subjects covered in the Handbook.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by Open Source Integrators, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 Employment Applications

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. OSI uses E-Verify for employment verification.

1.3 Employment Relationship

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Open Source Integrators is free to conclude its relationship with any

employee at any time for any reason or no reason. Employees are required to follow the Employment Termination Policy (See Section 3.11).

Section 2. Definitions of Employees Status

2.1 “Employees” Defined

An “employee” of Open Source Integrators is a person who regularly works for OSI on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with OSI who are subject to the control and direction of OSI in the performance of their duties.

EXEMPT

Employees whose positions are exempt from criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions meet FLSA criteria and who are paid one and one-half times their regular rate of pay for hours worked in excess of 8 hours per day or 40 hours per week.

REGULAR FULL-TIME

Effective December 1, 2017: Salary employees, and hourly employees who are regularly scheduled to work 40 or more hours per week, who have completed the probationary period. Generally, full-time employees are eligible for OSI’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Effective December 1, 2017: Hourly employees who have completed the probationary period and who are regularly scheduled to work less than 40 hours per week.

Section 3. Employment Policies

3.1 Non-Discrimination

Open Source Integrators is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications, and abilities. OSI prohibits unlawful discrimination in employment opportunities or practices based on race, color, gender, religion, marital status, national origin or ancestry, age, physical or mental disability, medical condition, or sexual orientation as defined by California employment discrimination laws or any other consideration made unlawful by federal, state, or local laws. OSI also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person

who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

OSI is committed to compliance with all applicable federal, state, and local laws providing equal employment opportunity. This commitment applies to all persons involved in the operation of OSI and prohibits unlawful discrimination by any employee of OSI.

OSI will make reasonable accommodations for qualified individuals with known disabilities unless and undue hardship to OSI would result. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or Senior Management. OSI will immediately undertake an objective investigation and attempt to resolve the situation. If OSI determines that unlawful discrimination has occurred, remedial action will be taken commensurate with the severity of the offense, up to and including termination. Employees can raise concerns and make reports without fear of reprisal. OSI will not retaliate against you for filing a complaint or concern and will not knowingly permit retaliation by management, employees, or coworkers.

3.2 Non-Disclosure and Trade-Secret Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and success of Open Source Integrators. Employees may have access to and become acquainted with information of a confidential proprietary or secret nature, which is or may be either applicable or related to the present or the future business of the company, its research and development, or the business of its customers.

Such trade secret information includes, but is not limited to, the following: devices, inventions, processes, records, specifications and information concerning customers and/or vendors. Employees are expected not to disclose any of the trade secrets mentioned above, directly or indirectly, or use them in any way, either during the term of employment or at any time thereafter except for the benefit of the company and as required during the course of employment. Employees will not remove or otherwise transmit confidential, proprietary or secret information without express written consent of an authorized company representative.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 Office Hours

Office core work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Exempt employees are expected to work whatever hours are needed to complete assigned tasks.

3.4 Meals and Rest Period Policy

Non-exempt employees must take at minimum and unpaid 30-minute lunch/meal period prior to the fifth hour of work if working beyond a six-hour day. If the employee is working no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. Non-exempt employees are permitted to take a 15-minute rest period for every four hours worked. Breaks may not be combined or taken in conjunction with the meal period.

3.5 Personnel Files

Employee personnel files include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews.

Personnel files are the property of Open Source Integrators, and access to the information is restricted. Management personnel of OSI who have a legitimate reason to review the file are allowed to do so. Employees who wish to review their own file should contact their supervisor. With reasonable advanced notice, the employee may review his/her personnel file in OSI's office and in the presence of their supervisor.

3.6 Personnel Data Changes

An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to promptly notify the Accounting Manager of any changes in personnel data such as: mailing address, telephone numbers, name and number of dependents, and individuals to be contacted in the event of an emergency.

3.7 Inclement Weather / Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by Senior Management.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all *non-exempt* employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.8 Employee Performance Review and Planning Sessions

During the first 90 days of employment with OSI, supervisors will conduct a formal performance review with new employees. Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job responsibilities, encourage and recognize attributes, and discuss purposeful approaches for meeting work-related goals. The planning sessions are designed for the employee and his/her supervisor to plan and discuss goals, demonstrated and desired new skills, and areas for improvement.

Open Source Integrators directly links wage and salary increases with performance. Performance reviews and planning sessions have a direct effect on changes in an employee's compensation. An employee must receive at least "meets expectations" or better to be eligible for a salary increase. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

3.9 Outside Employment

Employees may hold outside employment in non-related businesses or professions as long as the employee meets the performance standards of their job duties with Open Source Integrators. Unless an alternative work schedule has been approved by Senior Management, employees will be subject to OSI's scheduling requirements, regardless of any existing outside work assignments.

OSI's office space, equipment, and materials are not to be used for outside employment.

3.10 Corrective Action

Though committed to a progressive approach to corrective action, OSI reserves the right to determine the level of egregiousness for any infractions and/or violations of company policy, and determine the level of discipline to be administered, up to and including termination of employment. Any corrective action process is required to be approved by Senior Management.

3.11 Employment Termination

Employment with Open Source Integrators is based on mutual consent. Both the employee and OSI have the right to terminate employment at will, with or without cause.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstance under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Termination – involuntary employment termination initiated by OSI.
- Layoff – involuntary employment termination initiated by OSI for non-disciplinary reasons.

Any employee who terminates employment with OSI shall return files, records, keys, and other materials that are property of OSI.

Employee's benefits will be affected by employment termination in the following manner:

- OSI will pay all accrued vacation benefits in your final paycheck.
- Regular benefit coverage will extend through the end of month of the last day of employment with OSI.

Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

3.12 Safety

Each employee is expected to obey safety rules and exercise caution and appropriate judgment in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.13, Employee Requiring Medical Attention).

3.13 Employee Requiring Medical Attention

In the event an employee requires medical attention, whether injured or becoming ill while at work and it is necessary for the employee to be seen by a doctor or go to the hospital, if the employee is not able to transport themselves to the doctor, Emergency Medical Services will be contacted for the employee.

If a non-work related emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation

charges required. Furthermore, OSI's employees will not be responsible for transportation of another employee due to liabilities that may occur.

3.14 Emergency Notification

In situations where an individual incurs severe bodily harm, or if there is a fire or serious structural damage to facilities or grounds, please call 911. While remaining calm, inform the police dispatcher of the nature of the emergency and the address where the incident occurred. Stay on the telephone with the dispatcher and follow the directions provided. After contacting 911, please contact Senior Management to notify them of the emergency.

3.15 Building Security

All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off. Failure to secure the office and/or maintain the safekeeping of the office keys may result in corrective action, up to and including termination of employment.

3.16 Personal Effects

Open Source Integrators assumes no risk for any loss or damage to personal property. All employees are responsible for their own personal property.

3.17 Supplies; Expenditures; Obligating the Company

Only authorized persons may purchase supplies in the name of Open Source Integrators. No employee whose regular duties do not include purchasing shall incur any expense on behalf of OSI or bind OSI by any promise or representation without written approval.

3.18 Expense Reimbursement

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements will be included in the employee's next regular paycheck. An example of such expenses include: mileage reimbursement based on current federal rates, travel expenses, and personal cell phones used for OSI business. Expense reimbursement requests are accompanied by a completed, current calendar year expense spreadsheet and scanned copies of receipts, uploaded to the employee's Google Drive expense folder.

3.19 Immigration Law Compliance

Open Source Integrators employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed and I-9 with OSI within the past three years or if their previous I-9 is no longer retained or valid.

Section 4. Standards of Conduct

The work rules and standards of conduct for Open Source Integrators are important, and OSI regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards while performing their own job duties and when representing and conducting OSI's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.10, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records (See Section 5.2, Timekeeping)
- Working under the influence of alcohol or illegal drugs (See Section 4.5, Substance Abuse)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Sections 4.5, Substance Abuse)
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules (See Section 3.12, Safety)
- Smoking in the workplace (See Section 4.6, Tobacco Products)
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment)

- Excessive absenteeism or any absence without notice (See Section 4.1, Attendance/Punctuality and Section 4.2, Absence without Notice)
- Unauthorized use of company-owned equipment
- Using company equipment for purposes other than business (i.e. playing games on computers or personal internet usage)
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies (See Section 3.2, Non-Disclosure / Trade Secret Confidentiality)
- Unsatisfactory performance or conduct

4.1 Attendance / Punctuality

OSI expects that every employee will be present and available during core work hours (See Section 3.3 Office Hours). This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness places a burden on other employees and on the company.

If you are unable to report for work for any reason, call and notify your supervisor *before* regular starting time. You are responsible for speaking directly with your supervisor to report your absence. It is not acceptable to report absences via voicemail, text message, or email except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later in the day.

Should undue tardiness become apparent, disciplinary action will result. If a non-exempt employee identifies the need to work additional hours above and beyond your usual workweek, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee’s needs and the needs of OSI. Such requests may or may not be granted.

4.2 Absence Without Notice

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow managers to arrange for temporary coverage of your duties, and permit other employees to continue work in your absence. If you do not report for work and your supervisor is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

4.3 Harassment, Including Sexual Harassment

Open Source Integrators is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on and individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor and a member of Senior Management, who will handle the matter in a timely and confidential manner.

4.4 Public Image

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for OSI's business and for their position in particular. Consult your supervisor if you have any questions about appropriate business attire.

4.5 Substance Abuse

OSI is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following policy regarding alcohol and drug abuse has been established for all staff members, regardless of rank or position, including both regular and temporary employees. The policy applies during working hours to all employees of OSI, while they are on company premises or elsewhere on OSI business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on OSI property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on OSI property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

Consistent with the policy listed above, any of the following actions constitutes a violation of OSI's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination. Prohibited actions include: using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Also, working or reporting to work,

conducting OSI business, or being on OSI property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.6 Tobacco Products

It is Open Source Integrators' policy to not permit smoking in any form through the use of tobacco products (pipes, cigars, and cigarettes) or "vaping" with e-cigarettes by employees or visitors in any of its buildings or structures. To help minimize the chance that individuals will be exposed to secondary exposure from tobacco products, OSI's policy is that individuals may only smoke in designated areas.

4.7 Internet Use

Open Source Integrators' employees are allowed use of the company internet and email when necessary to serve our customers and conduct OSI's business. Uses that are considered acceptable include work related email, blogging, participation in technical forums and other ways of conducting company business and contributing to our customer and community.

Use of the internet must not disrupt operation of the company computer network. Use of the internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful.

Internet messages are public and not private. OSI reserves the right to access and monitor all files and messages on its systems.

Section 5. Wage and Salary Policies

5.1 Wage or Salary Increases

Each employee's hourly wage or annual salary will be reviewed annually in alignment with the performance review period. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of company performance, individual work performance and behavior, adherence to company policies and procedures, and ability to meet or exceed performance expectations based on job descriptions and performance goals (See Section 3.8, Employee Performance Review and Planning Sessions).

Although OSI's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Open Source Integrators does not grant "cost of living" increases. Performance is the key to wage increases at OSI.

5.2 Timekeeping

Accurately recording time worked is of the utmost importance and the responsibility of every OSI employee. Since we are a professional services company, the accurate and timely completion of your timecard is necessary particularly on customer projects. This will ensure that OSI meets its billability goals, maintains progress on customer projects, and invoices correctly.

Employees are required to fill out their timecards daily, and ensure they are accurate prior to submitting their timecard each Friday afternoon and prior to month-end invoicing. Except for vacation time, do not enter your time in advance. The goal is to support customer invoicing and revenue forecasting for the company. Employee timecards are subject to audit, and it is necessary that you correctly record your hours and that you are paid correctly for the hours that you record.

5.3 Paydays

All employees are paid on the 15th and last day of each month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees direct deposit will occur on the Friday before the regular pay date.

Direct deposit is available for all employees. OSI's Accounting Manager will send you an email invitation to create your OnPay account to access pay stubs and W-2s.

5.4 Mandatory Payroll Deductions

OSI is required by law to make certain deductions from your paycheck. Among these are your federal, state, and local income taxes and your contribution to Medicare and Social Security. These deductions will be itemized on your check stub. The amount of the deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim.

If you wish to modify the number of exemptions you declare, please send the updated Form W-4 to the Accounting Manager. Only you can modify your Form W-4. Verbal or written instructions are not sufficient to modify withholding allowances. The W-2 form you receive annually in January reflects the amount of your earnings, which were deducted for these purposes.

5.5 Wage Garnishments

OSI may be obligated to execute court-ordered wage garnishments. However, when court-ordered deductions are to be taken from an employee's paycheck, the employee will be notified.

OSI acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Section 6. Benefits

6.1 Group Insurance

Open Source Integrators offers the following insurance programs for regular full-time employees as defined in section 2.1. (Note: Employees hired prior to December 1, 2017 are grandfathered with the hours definitions in section 2.1 of the January 1, 2017 Ursa Information Systems Employee Handbook.) OSI will periodically review the benefits program and make modifications as appropriate. OSI reserves the right to modify, add or drop the benefits it offers at any time, with or without warning.

HEALTH INSURANCE

Open Source Integrators provides comprehensive medical coverage to you and your eligible family members through United Healthcare. Coverage begins on the 1st of the month, following 30 days of employment. Upon termination and separation, health benefits will continue through the end of the employee's separation month.

Open Source Integrators pays 100% of employee and 50% of dependent coverage for employees who elect the Gold PPO plan and allows employees to "buy up" to the United Healthcare Platinum PPO plan. Employee premium contributions are made through payroll deduction on a pre-tax basis.

DENTAL INSURANCE

Open Source Integrators offers dental coverage to you and your eligible family members through MetLife. Coverage begins on the 1st of the month following 30 days of employment. Employee premium contributions are made through payroll deduction on a pre-tax basis.

OSI pays \$10 toward monthly dental premiums.

VISION INSURANCE

Open Source Integrators offers vision coverage to you and your eligible family members through Guardian. Employees pay 100% of the vision premiums. Employee premium contributions are made through payroll deduction on a pre-tax basis. Coverage begins on the 1st of the month following 30 days of employment.

LONG-TERM DISABILITY INCOME PROTECTION

Open Source Integrators provides disability income protection, based on an employee's salary, through Guardian. Coverage begins on the 1st of the month following 30 days of employment. Coverage is not portable or convertible.

BASIC TERM LIFE and AD&D INSURANCE

OSI provides basic term life and accidental death & dismemberment insurance for employees. Benefits are dependent on the age of the employee. Coverage begins on the 1st of the month following 30 days of employment.

VOLUNTARY TERM LIFE and AD&D INSURANCE

Employee's may apply for voluntary term life insurance for themselves and their eligible dependents. Employee premium contributions are made through payroll deduction on a pre-tax basis for the first \$25,000 in benefits and a post-tax basis for benefits above \$25,000. Coverage begins on the 1st of the month following 30 days of employment, subject to underwriting approval. Voluntary Term Life coverage is portable. Employee premium contributions are made through payroll deduction on an after-tax basis.

6.2 Workers' Compensation

Per law, Open Source Integrators carries workers' compensation coverage. Please advise your supervisor immediately of any occupational injury or illness, and to receive assistance in filing a claim.

6.3 Paid Time Off: Vacation

Requests to take vacation must be submitted to your supervisor and approved two weeks in advance. Earned vacation leave cannot be taken before it is accrued and approved. Upon termination, unused earned vacation will be paid in a lump sum in the employee's final paycheck.

Vacation will not be counted toward time worked or overtime for non-exempt employees. Employees can charge vacation time in one-hour increments up to 8 hours per day.

Effective December 1, 2017, regular full-time employees will accrue vacation according to the following schedule:

- 10 days per year accrual (3.33 hours per pay period) begins immediately and continues through the fourth year of service
- 15 days per year accrual (5 hours per pay period) begins on the employee's fourth anniversary of service with OSI

Employees are encouraged to use vacation hours to take time off and rejuvenate themselves each year. OSI's policy is to limit the number of accrued vacation hours an employee can carry over to the following year to the amount that an employee accrues in the current year. Excess accrual is paid to the employee in a separate paycheck in the January 31st paycheck. For example, if you are earning vacation at 10 days per year (80 hours), you can roll over up to 10 days (80 hours) of vacation to the following year. Any time over that amount will be paid out in January. NOTE: Paychecks for hours cashed may be subject to higher tax deductions. Vacation is paid at an employee's base rate of pay.

6.4 Paid Time Off: Holidays

Open Source Integrators observes the following paid holidays for regular full-time employees each year:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

All national holidays are scheduled on the day designated by common business practice. Holidays do not count toward the 40-hour workweek and do not have an impact on overtime calculations for non-exempt employees. If a holiday occurs during a scheduled vacation or while out on sick leave, non-exempt employees are eligible for holiday pay.

6.5 Paid Time Off: Sick Leave

Open Source Integrators provides regular, full-time employees 40 hours of paid sick leave per calendar year to be used expressly for absences from work due to illness, disability, medical appointments, family illness, bereavement and other reasons set forth by state law. In the first

year, sick leave is prorated by the date of hire. Unlike vacation days, sick leave does not accrue or vest. Therefore, any unused sick leave will be forfeited at the end of the calendar year, and sick leave will not be paid out upon termination of the employment relationship.

Regular part-time employees will accrue 1 hour of paid sick leave per 30 hours worked and may use no more than 40 hours of sick time per calendar year. Sick leave may be used expressly for absences from work due to illness, disability, medical appointments, family illness, bereavement and other reasons set forth by state law. Sick leave will not be paid out upon termination of the employment relationship.

6.6 Jury Duty and Military Leave

Employees will be granted time off to serve on a jury or military leave without pay. However, all regular employees, both full-time and part-time, will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.7 Bereavement Leave

OSI will pay regular, full-time employees up to two 8-hour days of Bereavement Leave for the death of a parent, spouse or registered domestic partner, sibling, in-law, child, or grandparents. Be sure to notify your supervisor of your absence. Please note that bereavement leave will not be counted toward overtime for non-exempt employees.

Section 7. Leave of Absence Policies

7.1 Pregnancy Disability Leave

Pregnancy Disability Leave (PDL) provides a maximum of 16 weeks of unpaid leave for pregnancy-related disability. A woman is considered disabled if she is unable to perform one or more essential functions of her job due to pregnancy or related health conditions. Leave can be taken before or after birth during any period of time the woman is physically unable to work because of pregnancy or pregnancy related health conditions.

All leave taken in connection with a specific pregnancy counts toward computing the 16-weeks total. Pregnancy leave is available when a woman is actually disabled. This includes time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, recovery from childbirth, and any other related medical condition.

To request PDL, provide the Accounting Manager with a doctor's note that specifies your need to be off work due to a pregnancy related medical condition. If the event is foreseeable, please provide as much notice on your need for leave as is practical. Before returning to work

following your pregnancy leave of absence, you must submit a doctor's release allowing your return, to the Accounting Manager.

While on PDL, OSI will continue to pay its share of health insurance. You will be responsible for paying the employee portion of health care premiums for coverage for you and your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated upon your return.

7.2 California State Disability Insurance

California State Disability Insurance (SDI) is a partial wage replacement insurance plan for California workers. The SDI program is state mandated and funded as required through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non-work related illness or injury, or a medically disabling condition due to pregnancy or childbirth.

7.3 California Paid Family Leave

California Paid Family Leave is disability compensation insurance paid to California workers who suffer a wage loss when they take time off work to care for a seriously ill family member or bond with a new child.

The Paid Family Leave insurance program is a component of the California SDI program and is fully funded by employees' contributions, similar to the SDI benefits. The SDI benefit portion compensates workers who suffer a wage loss when they cannot work because of their own illness or injury. California Paid Family Leave does not apply to non-California employees.

Acknowledgement of Review

I have read the December 1, 2017 Open Source Integrators Employee Handbook and agree to follow the policies and procedures stated therein.

Employee Signature

Date