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AN URSA COMPANY

Open Source Integrators Employee Handbook

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Section 1. Introduction

This Handbook is designed to acquaint you with Open Source Integrators (“OSI”) 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 an 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 Changes will be effective on the dates determined by Open Source Integrators and after those dates, all superseded policies will be null.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.

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. 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 no reason or any reason not prohibited by law. Employees are required to follow the Employment Termination Policy (See Section 3.12).

Section 2. Definitions of Employee Status

2.1 “Employees” Defined

An “employee” of Open Source Integrators is a person who regularly works for OSI on an hourly 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. Non-exempt California employees will be paid daily overtime or double time when required under the law.

Regular Full-Time

Salary employees and hourly employees who are regularly scheduled to work 40 or more hours per week and 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

Hourly employees who are regularly scheduled to work less than 30 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 or sex (including pregnancy, childbirth, breastfeeding or related medical conditions), religion or creed, marital

status, national origin or ancestry, age, physical or mental disability, medical condition, genetic information, military or veteran status, sexual orientation or gender identity or gender expression 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. 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, in good faith, filing a complaint or concern and will not knowingly permit retaliation by management, employees, or coworkers.

3.2 Americans With Disabilities Act (ADA)

The ADA, as amended, and analogous state and local laws protect qualified persons with disabilities from discrimination in the workplace. A qualified person with a disability is one who can perform the essential functions of the job with or without a reasonable accommodation. OSI promotes equal opportunity for qualified persons with disabilities and will not discriminate against any qualified employee or applicant for employment with regard to any term or condition of employment because of such individual's disability, perceived disability, or record of disability.

OSI will provide a reasonable accommodation (which does not pose an undue hardship on the Company) to qualified persons with disabilities in accordance with applicable local, state, and federal laws. Any employee or applicant for employment who requires an accommodation and/or would like to make a request for a reasonable accommodation should contact Ronda Mader.

3.3 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.

3.4 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.

3.5 Meals and Rest Period Policy

Non-exempt employees must take one 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 (or, for California employees, for every major fraction thereof). Breaks may not be combined or taken in conjunction with the meal period. Additional meal and rest periods will be provided as required by law.

3.6 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 OSI 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.

Massachusetts Employees Only

Employees will be notified within 10 days if the Company places anything in the personnel record that could negatively affect the employee's qualification for employment, promotion, transfer, additional compensation, or could subject the employee to disciplinary action.

3.7 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 Ronda Mader 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.

3.8 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 except as required by law. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.9 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 the employee's current job responsibilities, to encourage and recognize attributes, and to 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.

3.10 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.

3.11 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.

3.12 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 circumstances 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 whose employment with OSI ceases, regardless of the reason, shall immediately return files, records, keys, and other materials that are property of OSI.

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

- OSI will pay all accrued vacation benefits in your final paycheck.
- See section 6.1 for benefit end dates upon termination.

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. (See Section 6.1 for more information)

3.13 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 3.14, Employee Requiring Medical Attention).

3.14 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, Emergency Medical Services will be contacted for the employee if the employee is not able to transport themselves to the doctor.

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.

3.15 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.

3.16 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.

3.17 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.

3.18 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.

3.19 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 submitted through the OSI PM system and accompanied by scanned copies of receipts.

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 3.11, 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 4.6, Substance Abuse)
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Sections 4.6, Substance Abuse)
- Fighting or threatening violence in the workplace
- Unruly 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 3.13, Safety)
- Smoking in the workplace (See Section 4.7, Tobacco Products)
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment)
- Excessive absenteeism or absences 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 (*e.g.*, playing games on computers or personal internet usage)
- Unauthorized disclosure of business “secrets” or confidential information (See Section 3.3, Non-Disclosure / Trade Secret Confidentiality)
- Violation of personnel policies
- Unsatisfactory performance or conduct

4.1 Attendance / Punctuality / Overtime

OSI expects that every employee will be present and available during core work hours (See Section 3.4, 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. Should undue tardiness become apparent and be unexcused, disciplinary action will result.

If you are unable to report for work for any reason, call and notify your supervisor *before* your 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 emergencies or when the absence is unexpected. In the case of leaving a voice-mail message, a follow-up call must be made as soon as possible.

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. While all overtime hours will be paid in accordance with applicable law, working unauthorized overtime may result in discipline up to and including termination of employment.

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 three 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 a work environment in which all individuals (employees, suppliers, contractors, and clients) are treated with respect and dignity. Every employee deserves to and has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. OSI expects that all relationships within the company's workplace shall be professional and free of bias, prejudice, and harassment.

Intimidation and harassment can arise from a broad range of physical or verbal behaviors by employees or non-employees. Intimidation and harassment that is based on or directed towards an individual because of that person's race, color, religion, ancestry, national origin, sex (including pregnancy), age, marital status, veteran status, disability, genetic information, or any other characteristic protected by law, is specifically prohibited by OSI.

Sexual Harassment Awareness

OSI strictly prohibits sex discrimination, including sexual harassment, by any Company employee, contractor, client, vendor, or visitor.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Reporting and Investigation Procedure

Anyone who believes he or she is being subjected to discrimination, harassment, retaliation or who has witnessed or has knowledge of such conduct in the workplace or at a Company event must immediately report the such activity to his or her supervisor or Senior Management.

OSI will conduct a thorough, prompt, and impartial investigation of any report. That investigation may include (but will not necessarily be limited to) interviews with the employee who made the report, with the person(s) against whom the report was made, and with other

employees who may have witnessed any reported incident(s). All employees are expected to cooperate in good faith with the investigation if asked to do so.

To the extent possible, the report will be kept confidential. Employees should be aware, however, that certain information generally must be shared to conduct an effective investigation.

After the investigation, OSI normally will meet individually with the parties involved to report the results of the investigation and, where an action is determined to be appropriate, to inform the parties of the steps that the company will take or has taken to correct the situation. Any employee found to have engaged in unlawful harassment, discrimination, or retaliation may be subject to disciplinary action, up to and including termination.

Assurance of Non-Retaliation

OSI will not tolerate retaliation against any employee for making a good faith report of harassment, discrimination, or retaliation or for cooperating in the investigation of such a report. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

4.4 Constructive Discharge (Arizona Employees)

An employee is encouraged to communicate with his or her employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under A.R.S. § 23-1502, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait fifteen (15) calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to 15 calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

If you believe a working condition exists that may become intolerable and may compel you to resign, you must give written notification to Ronda Mader and allow OSI fifteen (15) days after such notice to respond to you before you resign. If you believe that you cannot continue to work at the company for fifteen (15) days after providing written notice, you may be entitled to unpaid leave of up to 15 days.

4.5 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.

4.6 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: 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, marijuana, or alcohol, or in an impaired condition.

Medical Marijuana

OSI will not refuse to hire an applicant and will not discipline or fire an employee who is legally authorized to use medical marijuana solely because the individual holds a valid registry identification card or because that individual tests positive for the presence of marijuana. OSI may withdraw an offer of employment or terminate an employee based on its good faith belief that the applicant or employee was impaired by marijuana while in the work environment or during hours of employment. Employees also may be terminated or applicants may have an offer of employment withdrawn if they use or possess marijuana during work hours or in the work environment.

In addition, OSI may, among other things, remove or exclude an employee who holds a valid medical marijuana registry identification card from performing a safety-sensitive position based on a good faith belief that such employee is engaged in the current use of marijuana. Such actions may include reassigning the employee to another position, placing the employee on unpaid leave, or termination.

Recreational Marijuana – California and Massachusetts

Employees in California and Massachusetts may not come to work under the influence or impaired by medical marijuana. Doing so will result in discipline, up to and including termination.

4.7 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.

4.8 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 networks.

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 3.9, 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 6th and 21st of each month. In the event that a regularly scheduled payday falls on a weekend or bank 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 and their amounts 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

OSI 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. For specific questions on coverage of the programs, please refer to the official plan documents, which are available for review.

Health Insurance

OSI 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.

OSI 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. Upon termination and separation, dental benefits will continue through the end of the employee's separation month.

OSI pays \$10 toward monthly dental premiums.

Vision Insurance

OSI 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. Upon termination and separation, vision benefits will continue through the end of the employee's separation month.

Retirement Benefits

OSI provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. Coverage begins on the first day of the quarter following: (1) one year of employment; and (2) 1,000 hours worked. The Plan documents identify the terms and conditions of the 401(k) plan. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator, Ronda Mader.

Long-Term Disability Benefits

OSI provides long-term 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. Upon termination and separation, disability income protection coverage ends on the employee's last day of employment.

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. Upon termination and separation, coverage ends on the employee's last day of employment. However, basic term life and AD&D coverage are portable

Voluntary Term Life and 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. Upon termination and separation, coverage ends on the employee's last day of employment. However, voluntary Term Life coverage is portable. Employee premium contributions are made through payroll deduction on an after-tax basis.

Cal-COBRA (California Employees Only)

Upon termination, you may be entitled to Cal-COBRA benefits continuation under California state law and you will receive a notice in the mail about your Cal-COBRA rights. You may also find information at

[https://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage\(COBRA\).aspx](https://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage(COBRA).aspx)

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 through the OSI PM System 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. 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 are not included for purposes of calculating overtime 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 Sick Leave

OSI provides Paid Sick Leave ("Sick Leave") to all employees in compliance with applicable law. This policy is intended as a benefit for all employees and may be used to care for the employee or for a family member, to attend medical appointments, or for reasons related to domestic violence, sexual violence, or stalking. If any conflict develops between this policy and applicable law, OSI will apply and follow applicable law.

OSI does not engage in or condone retaliation or discrimination against an employee or former employee because the person has exercised rights implicated under the Policy. Such rights include but are not limited to the right to request or use earned Sick Leave pursuant to this policy; the right to file a complaint or inform any person about the company's alleged violation of this policy; the right to participate in an investigation, hearing or proceeding or cooperate with or assist in an investigation of alleged violations of this policy; and the right to inform any person of his or her potential rights under this policy.

Arizona Employees

Exempt employees will receive forty (40) hours of Sick Leave on January 1 of every calendar year. An exempt employee who begins working for OSI after January 1 will receive a prorated amount of Sick Leave to use for the remainder of the calendar year. Any unused paid sick leave remaining at the end of the year (up to forty (40) hours) will be carried over to the next calendar year. Employees are only permitted to use forty (40) hours of Sick Leave in a calendar year.

Non-exempt employees will accrue one (1) hour of paid sick leave per thirty (30) hours worked and may use no more than forty (40) hours of sick time per calendar year. Any unused paid sick leave remaining at the end of the year (up to forty (40) hours) will be carried over to the next year. Employees are only permitted to use forty (40) hours of Sick Leave in a calendar year.

The minimum amount of Sick Leave that may be taken at a time is one (1) hour. Sick Leave must be scheduled in advance where possible and approved by OSI. When possible, the request shall include the expected duration of the absence. When the need for using Sick Leave is not foreseeable, the employee shall make a good faith effort to provide notice as soon as possible after the need for using Sick Leave is known to the employee (see Section 4.1, Attendance/Punctuality/Overtime). OSI may require reasonable documentation to verify the Sick Leave was used for a permitted reason in the event that an employee uses Sick Leave for three or more consecutive days.

Available Sick Leave, used Sick Leave, and the monetary value of used Sick Leave will be displayed on each employee's paycheck.

Upon termination of employment, unused Sick Leave will not be paid out. For employees who are rehired within nine (9) months of separation from the company, any previously earned Sick Leave that was not used will be reinstated and the employee will be entitled to use earned Sick Leave immediately at the re-commencement of employment.

California Employees

All employees will receive forty (40) hours of paid Sick Leave on January 1 of every calendar year. Any unused paid sick leave remaining at the end of the year will be carried over to the following year, up to an accrual cap of 48 hours.

The minimum amount of Sick Leave that may be taken at a time is one (1) hour. Sick Leave must be scheduled in advance where possible and approved by OSI. When possible, the request shall include the expected duration of the absence. When the need for using Sick Leave is not foreseeable, the employee shall make a good faith effort to provide notice as soon as possible after the need for using Sick Leave is known to the employee (see Section 4.1, Attendance/Punctuality/Overtime).

Available Sick Leave, used Sick Leave, and the monetary amount of used Sick Leave will be attached to each employee's paycheck.

Upon termination of employment, unused Sick Leave will not be paid out. For employees who are rehired within twelve (12) months of separation from the company, any previously earned Sick Leave that was not used will be reinstated and the employee will be entitled to use earned Sick Leave immediately at the re-commencement of employment.

Massachusetts Employees

All employees will receive forty (40) hours of Sick Leave on January 1 of every calendar year. Any unused Sick Leave remaining at the end of the year will be forfeited by the employee.

The minimum amount of Sick Leave that may be taken at a time is one (1) hour. Sick Leave must be scheduled in advance where possible and approved by OSI. When possible, the request shall include the expected duration of the absence. When the need for using Sick Leave is not foreseeable, the employee shall make a good faith effort to provide notice as soon as possible after the need for using Sick Leave is known to the employee (see Section 4.1, Attendance/Punctuality/Overtime). OSI may require reasonable documentation to verify the Sick Leave was used for a permitted reason in the event that an employee uses Sick Leave for three or more consecutive days, within the last two (2) weeks of the employee's last scheduled workday before separation of employment, or after four (4) unforeseeable, undocumented absences within a three (3) month period.

Upon termination of employment, unused Sick Leave will not be paid out. For employees who are rehired within four (4) months of separation from the company, any previously earned Sick Leave that was not used will be reinstated and the employee will be entitled to use earned Sick Leave immediately at the re-commencement of employment. For employees who are rehired between four (4) and twelve (12) months of separation from the company, any previously earned Sick Leave that was not used will be reinstated if the employee left with at least ten (10) hours of Sick Leave remaining, and the employee will be entitled to use the earned Sick Leave immediately at the re-commencement of employment. For employees who are rehired after twelve (12) months of separation from the company, any previously earned Sick Leave that was not used will be reinstated if the employee left with at least ten (10) hours of Sick Leave remaining, but the employee will not be entitled to use the earned Sick Leave until ninety (90) calendar days after returning to work.

Section 7. Leave of Absence Policies

7.1 Jury Duty

Employees will be granted time off to serve on a jury 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.

Massachusetts Employees Only

The first three days of time off granted for jury duty will be paid. Employees may use accrued but unused vacation time to cover any additional days the employee may be absent for jury duty.

7.2 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.

7.3 Voting Leave

Arizona Employees

OSI encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If there are fewer than three (3) consecutive hours between the beginning of your work shift and the opening of the polls or between the end of your shift and the closing of the polls, OSI will grant up to three hours of paid time off to vote.

Employees should request time off to vote before the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption.

California Employees

If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote. No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired.

7.4 Crime Victim and Witness Leave – Massachusetts and California

OSI will grant unpaid leaves of absence to employees as required by law for victims of crime and witnesses who receive subpoenas to testify in a criminal trial. The employee must provide OSI with prior notice before taking such leave.

7.5 Parental Leave (Massachusetts Employees)

Regular, full-time employees who have worked for OSI for at least three (3) consecutive months are eligible for up to eight (8) weeks of unpaid parental leave. Parental leave can be taken for childbirth, to adopt a child under the age of 18, or to adopt a child under the age of 23 who has mental or physical disabilities. If two OSI employees need parental leave for the birth or adoption of the same child, their combined parental leave cannot exceed eight (8) weeks.

An employee wishing to take parental leave must provide OSI with at least two (2) weeks' notice. 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.

An employee taking parental leave will, to the extent possible, be reinstated to the same or similar position with the same status, pay, and seniority that existed when the leave began.

Please contact Ronda Mader for questions or additional information.

7.6 Military Leave

OSI complies with the Uniformed Services Employment and Reemployment Rights Act, which provides military service members with certain employment and reemployment rights and imposes certain obligations on both employers and employees. If you need to take a military leave of absence, please contact Ronda Mader.

Massachusetts Employees

Members of the Armed Forces will be given unpaid leave to participate in Veterans Day or Memorial Day exercises, parades, or services.

7.7 Pregnancy Disability Leave (California and Massachusetts Employees)

Pregnancy Disability Leave (PDL) provides a maximum of 16 weeks of unpaid leave for pregnancy-related disabilities. 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. Where permitted by law, 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.

7.8 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.

7.9 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.

7.10 Additional Types of Leave

Additional types of leave may be available in certain circumstances as required by state law. This can include, under certain circumstances, leaves for military spouses, organ donation, bone marrow donation, school activities and appearances, domestic abuse, sexual assault, stalking, civil air patrol operations, volunteer firefighting, reserve peace officers, emergency rescue personnel, and other circumstances. If you need a leave of absence that is not covered by another policy in this handbook please contact Ronda Mader, who can evaluate your request.

Acknowledgement of Review

I have read the April 2018 Open Source Integrators Employee Handbook and agree to follow the policies and procedures stated therein.

Employee Signature

Date

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