



Employee Handbook

TABLE OF CONTENTS

WELCOME TO VECTOR TECHNICAL INC. 1
COMPANY PHILOSOPHY AND CERTAIN IMPORTANT POLICIES..... 2
 OPEN-DOOR POLICY 2
 EQUAL EMPLOYMENT OPPORTUNITY..... 2
 POLICY AGAINST WORKPLACE HARASSMENT (SEXUAL AND OTHERWISE)..... 2
 CONFIDENTIAL AND PROPRIETARY INFORMATION 3
 CONFLICTS OF INTEREST 4
 CODE OF ETHICAL CONDUCT 4
EMPLOYMENT STATUS AND RELATED RULES AND RECORDS..... 5
 EMPLOYMENT ON AN AT-WILL BASIS 5
 WORKDAY HOURS AND SCHEDULING 5
 RECORDING HOURS WORKED 5
 PAY PERIOD AND PAYDAY 5
 INTRODUCTORY PERIOD..... 5
 EMPLOYMENT CLASSIFICATIONS 6
 WORKWEEK & OVERTIME 7
 ATTENDANCE AND REPORTING TO WORK..... 7
 MAINTAINING YOUR PERSONNEL RECORDS 8
 PERSONNEL FILES 8
 PERFORMANCE EVALUATIONS 8
EMPLOYEE BENEFITS..... 9
 IN GENERAL..... 9
 HOLIDAYS..... 9
 VACATIONS..... 9
 HEALTH INSURANCE BENEFITS 10
 WORKERS’ COMPENSATION..... 10
 SOCIAL SECURITY INSURANCE..... 10
 UNEMPLOYMENT INSURANCE 10
 LEAVES OF ABSENCE 11
STANDARDS AND EXPECTATIONS FOR THE WORKPLACE 17
 SAFETY 17
 CARE OF EQUIPMENT AND SUPPLIES 19
 SMOKING AT THE WORKPLACE 19
 VIOLENCE AND WEAPONS..... 19
 DRUG-FREE WORKPLACE 20
 RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS..... 20
 APPEARANCE AND DRESS 20
 SOLICITATION AND DISTRIBUTION..... 21
 PERSONAL CALLS, VISITS, AND BUSINESS 21

BUSINESS EXPENSES	21
RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE.....	22
RE-EMPLOYMENT	23
MOONLIGHTING	24
ELECTRONIC COMMUNICATIONS POLICY	24
HANDBOOK CAN BE CHANGED; IT IS NOT A CONTRACT	27
ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK	1

WELCOME TO VECTOR TECHNICAL INC.

Vector Technical Inc. (also referred to below as “Vector Technical” or the “Company”) has prepared this Employee Handbook (the “Handbook”) to provide you with an overview of Vector Technical’s policies, benefits and rules. It is intended to familiarize you with important information about the Company, as well as provide guidelines for your employment experience with us, in an effort to foster a safe and healthy work environment. Please understand that this Handbook only highlights Company policies, practices, rules and benefits. It is for your personal understanding. It is not intended to create legal rights or obligations, and cannot be construed as, an express or implied contract. The guidelines presented in this Handbook are not intended to be a substitute for sound management, judgment, and discretion.

Vector Technical is a staffing company. We provide full-time and part-time employees to our clients, to help them meet their personnel needs. We do that by finding and hiring appropriate people and assigning them to work at our clients’ facilities. The people we recruit in order to supply them to our clients become employees of Vector Technical, even though they work at the facilities of our clients. We sometimes refer to them in this Handbook as “assigned employees.” We also have a group of employees who work in our office and only provide services to Vector Technical. We sometimes refer to them in this Handbook as “office employees.” When we refer to “employees” in this Handbook we are referring both assigned employees and office employees. All of our employees are covered by the Company policies, practices and rules described in this Handbook. The assigned employees are also required to follow the rules and regulations of, and are subject to day to day supervision by, the client at whose facility they work.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, rules and benefits described in this Handbook change from time to time. Accordingly, Vector Technical reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make Vector Technical a viable, healthy and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others, including all of our employees and our clients. If any information in this Handbook is not clear to you, please ask about it. Assigned employees should contact their recruiter. Office employees should contact the Office Manager or President of the Company.

This version of the Handbook supersedes any and all prior policies, procedures, rules and handbooks of Vector Technical Inc.

COMPANY PHILOSOPHY AND CERTAIN IMPORTANT POLICIES

OPEN-DOOR POLICY

In keeping with Vector Technical's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge our assigned employees to go directly to your recruiter to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. Your relationship with your recruiter should be the most important relationship you develop at Vector Technical. We urge our office employees to discuss these matters with the Office Manager. In either case, if you feel the need for additional discussion, you are encouraged to speak with the President of the Company.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Vector Technical Inc. to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, sexual orientation, age, religion, national origin, disability, marital status, military status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The President of Vector Technical Inc. and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their recruiter (for assigned employees) or to the President of Vector Technical (for office employees). Any employee who violates our equal employment opportunity policy, or who retaliates against an employee reporting or complaining of a violation of this policy in good faith, shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

POLICY AGAINST WORKPLACE HARASSMENT (SEXUAL AND OTHERWISE)

Vector Technical intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort -- verbal, physical, visual -- will not be tolerated. It will not be tolerated if it is directed toward employees in protected classes (including race, color, religion, sex, age, national origin or ancestry, disability, medical condition, marital status, veteran status), which would constitute unlawful harassment. Sexual harassment is a form of unlawful harassment. It will also not be tolerated if the workplace harassment is directed toward any person, whether covered by a legal protection or not, for any reason, even a reason that is not in violation of a particular law. This is a broad policy. It is intended to protect our employees against harassment from anyone, whether the perpetrator is another employee, a client, a vendor, a guest at our

facility or anyone else.

Workplace harassment can take many forms. It may be, but is not limited to: words, signs, notes, photographs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. It includes any conduct of a harassing or offensive nature.

If you are the victim of, or have witnessed, harassing behavior, the Company encourages you (if you are comfortable in doing so) to communicate directly with the harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate. However, it is not required that you do so. It is essential, however, that you notify Vector Technical immediately. You may discuss the matter with your recruiter or a supervisor of your choice, whether or not such person is your immediate supervisor. Or, if circumstances make it awkward to bring such a complaint to your recruiter or supervisor, you may address your complaint directly to the President of Vector Technical. There will be no negative action taken against any person because he or she has used this policy, in good faith, to make a complaint to the Company.

Upon receipt of a complaint, Vector Technical will conduct an investigation at the earliest practicable time. The investigation may include interviews with interested parties and witnesses, if any, as well as a review of any other relevant evidence. Due regard will be given to the privacy of everyone involved, but confidentiality cannot be guaranteed.

Any employee who is determined to have violated Vector Technical's policy against harassment shall be subject to immediate discipline, up to and including the possible termination of his or her employment.

Any form of retaliation against an employee for using this policy against harassment is also strictly forbidden, and any employee who is determined to have engaged in an act of retaliation shall also be subject to immediate discipline, up to and including the possible termination of his or her employment.

CONFIDENTIAL AND PROPRIETARY INFORMATION

Vector Technical Inc. considers its confidential and proprietary information, including the confidential and proprietary information of our customers, to be one of its most valuable assets. As a result, employees must carefully protect and must not disclose to any third party any confidential and/or proprietary information belonging to Vector Technical Inc. or its customers. Such protected information includes, but is not limited to, the following: matters of a technical nature, such as computer software, product sources, product research and designs; and matters of a business nature, such as customer lists, customer contact information, associate information, on-site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses, and any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form, concerning Vector Technical Inc.'s or its customers' operations

and business. Vector Technical reserves the right to require employees, as a condition of employment or continued employment, to sign a confidentiality agreement prepared by the company.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded.

If you have any questions about this policy, consult your recruiter or the President of Vector Technical.

CONFLICTS OF INTEREST

You should avoid external business, financial, or employment interests that conflict with Vector Technical Inc.'s business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, customer, or supplier.

Violations of this rule may lead to disciplinary action, up to and including termination.

CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your recruiter or an official of Vector Technical Inc. if you have any questions.

Employees of Vector Technical Inc. should not solicit anything of value from any person or organization with which Vector Technical Inc. has a current or potential business relationship.

Employees of Vector Technical Inc. should not accept any item of value from any party in exchange for or in connection with a business transaction between Vector Technical Inc. and that other party.

Employees may accept items of incidental value (generally, no more than \$25) from customers, suppliers, or others as long as the gift is not given in response to solicitation on your part and as long as it implies no exchange for business purposes. Items may include gifts, gratuities, food, drink and entertainment.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your recruiter or Vector Technical Inc. president.

Violations of this code may lead to disciplinary action, up to and including termination.

EMPLOYMENT STATUS AND RELATED RULES AND RECORDS

EMPLOYMENT ON AN AT-WILL BASIS

All employees of Vector Technical Inc., regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of Vector Technical at any time. No officer, agent, representative, or employee of Vector Technical other than the President has authority to enter into any agreement with any employee or applicant for employment on other than an at-will basis, and any such agreement by the President must be in writing.

WORKDAY HOURS AND SCHEDULING

The regularly scheduled workday for the Vector Technical business office is: Monday through Friday, 8:00 a.m. to 5:00 p.m. The usual expected workday at client sites varies for individual client's sites. Employees are required to be present for work during the workday established for them by their recruiters and the client, or by Vector Technical, as applicable.

Particularly at client sites, this regular schedule may vary depending on such factors as weather, materials supply, permit approval, etc. If you are unsure about expected starting times on any particular job assignment, ask your recruiter for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your recruiter or call the office directly.

RECORDING HOURS WORKED

Completed time sheets are due in the office no later than 1:00 p.m. on the Tuesday following the end of a pay period. Failure to turn in time sheets by this deadline may delay your paycheck for that week.

PAY PERIOD AND PAYDAY

Vector Technical issues paychecks on Fridays, on a bi-weekly basis. Pay periods start on Monday morning and end on the second Sunday night. Therefore, every other Friday, you will receive a paycheck for all hours worked in the pay period. If an employee uses direct deposit, the employee's pay may not be available for withdrawal from his or her bank account until the following Monday.

INTRODUCTORY PERIOD

Upon being hired by Vector Technical, all new employees will serve a ninety (90) calendar day introductory period. It is especially important that you make your recruiter (or the Office Manager, if applicable) aware of any questions or problems you may encounter during this period. During the introductory period, your performance will be carefully monitored, and if management believes that your work or behavior does not

meet the Company's standards, your employment may be terminated. Once you have successfully completed the introductory period, you will become a Regular Full-Time or Regular Part-Time Employee. Please note, however, that satisfactory completion of the introductory period does not entitle you to employment for any specific term, as all employees are "employees at-will." However, Regular employees become eligible to participate in some of Vector Technical Inc.'s employee benefits programs.

EMPLOYMENT CLASSIFICATIONS

Employees are classified in several ways. One set of classifications are as follows:

1. Regular Full-Time Employees - An employee who has satisfactorily completed the introductory period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
2. Regular Part-Time Employees - An employee who has satisfactorily completed the introductory period and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis.
3. Temporary Employees - An employee whose services are anticipated to be of limited duration falls into this classification. Temporary employees are not eligible for participation in those employee benefits programs made available for Vector Technical Inc. Regular Full-Time and Regular Part-Time Employees, although separate benefit plans may be available for certain temporary employees. Any such employees will be separately notified of any such programs. Service as a temporary employee does not count as service as a Regular Employee for benefit eligibility purposes.

A second set of classifications is based upon the requirements of the Fair Labor Standards Act, and related state law. It classifies employees as either those who are exempt from the requirements of the Fair Labor Standards Act (i.e., "exempt employees") or those who not exempt from the coverage of that law (i.e., "non-exempt employees"). Whether you are characterized as "exempt" or "non-exempt" depends upon the specific duties and responsibilities of the job you actually perform. It is not determined by whether you are compensated on an hourly or salaried basis. The rules define these categories of employees, in part, as follows:

1. Exempt Employees - Certain employees such as executive, administrative, professional and outside sales employees are paid on a salary basis for all hours worked each week. Certain computer professionals may also be exempt, regardless of whether they are paid on a salary or hourly basis. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime premium pay will be paid to exempt employees in most circumstances.

2. Non-Exempt Employees - All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime premium pay.

WORKWEEK & OVERTIME

Vector Technical's workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight. The workweek for a client will be established by the client.

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Non-exempt employees are entitled to be paid overtime compensation, at the rate of one and one-half times their regular hourly rate, for all hours worked in excess of forty (40) during a workweek. On the other hand, exempt employees are not entitled to overtime compensation.

Employees may only work overtime when the work is scheduled, approved, and made known to you in advance by your recruiter. Under no circumstances shall an employee work overtime without the prior approval of his or her recruiter.

To the extent possible, overtime will be distributed equally among all employees in the same classification and position, provided that the employees concerned are equally capable of performing the available work. Decisions regarding overtime work will be made by the client's production coordinator or his/her representative. Any employee asked to work overtime will be expected to rearrange his/her personal schedule to work the requested overtime.

ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not at work, someone else must do your job. Consequently, you are expected to report to work on time at the assigned place at the scheduled start of the workday. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

We depend upon our employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the Company. Absence from work for three consecutive days without properly notifying your recruiter will be considered a voluntary resignation. After two days' absence, you may be required to provide documentation from your physician to support an injury or illness-related absence, and to ensure that you may safely return to work. If you are absent and do not "call in," it will be assumed that you have voluntarily abandoned your position and your employment will be automatically terminated. The requirement that you "call in" means, (i) for assigned employees, that you call both the appropriate person at the client and your recruiter, and (i) for office employees that you call the Office Manager or send an e-mail or text via the Company's Outlook system.

If you expect to be absent from the job for an approved reason, you should call in to notify of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must call in prior to the start of your

scheduled workday, and provide the reason for that absence or tardiness. Leave your number so that your call can be returned. Failure to properly contact us will result in an unexcused absence for disciplinary purposes. Your attendance and tardiness record is a part of your overall performance rating. Your attendance and tardiness record may be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical and dental appointments should be scheduled around your assigned work hours. If it is not possible to do so, you are required to make special arrangements.

MAINTAINING YOUR PERSONNEL RECORDS

It is your responsibility to provide Vector Technical current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please contact our office to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

PERSONNEL FILES

Employee personnel files are the property of Vector Technical Inc., and do not belong to the employee. However, upon request, the Company will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

PERFORMANCE EVALUATIONS

Employees may have their job performance reviewed by either their recruiter or by the President of the Company, as applicable. Performance reviews are generally conducted on an annual basis, but may be conducted more or less frequently at the discretion of the company.

EMPLOYEE BENEFITS

IN GENERAL

The benefits described in this Section are applicable to assigned employees only. Office employees should refer to the Office Employees Benefit Supplement, which will be provided to office employees along with this Handbook.

HOLIDAYS

Vector Technical Inc. observes the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

Full-time employees who have completed thirty (30) days of employment will be paid their regular, straight time rate for these holidays. Employees must be present for work on the workdays immediately before and after that holiday, or have presented an acceptable excuse for being absent on any such days, in order to be entitled to pay for the holiday. If a paid holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

Part-time employees are not eligible for holiday pay.

VACATIONS

Vector Technical Inc. will pay a one week vacation or forty (40) hours pay to all full time employees who have completed one (1) full year of continuous service. The vacation is earned on the anniversary date. If the employee's employment ends prior to the anniversary date, the employee does not earn any partial or pro rata vacation for the anniversary year in which the termination took place.

An employee must take the earned vacation during the twelve month period immediately following the anniversary year for which it is earned. For example, if an employee began working on June 17, 2015, he would earn one week of vacation on June 17, 2016, and he would be required to use that vacation during the twelve month period from June 17, 2016 through June 16, 2017. On the employee's next anniversary date (June 17, 2017), he would earn another week of vacation. Employees may take their week of vacation all at once, or in increments of 4, 8, or 12 hours, depending on the employee's work schedule.

Vacation pay will be based upon the employee's average rate of pay for the year.

An employee may elect to take all or part of his vacation time as paid time off, or

may choose to work instead. Employees will be paid for any unused vacation time at the end of the anniversary year.

All vacations should be scheduled to coincide with the client's vacation schedule, where applicable. All vacation requests must be submitted in writing and approved by your recruiter. Although every effort will be made to accommodate your request to take vacation at a specified time, the Company is required to consider the needs of the company and/or its client when evaluating vacation requests, and your request for vacation at a particular time may not always be granted.

HEALTH INSURANCE BENEFITS

Medical, dental and vision insurance benefits are currently offered through Essential Staff Care. Employees are eligible to receive benefits at the time of hire. At that time, employees will be provided with descriptions of the available coverages.

WORKERS' COMPENSATION

The Company provides a comprehensive workers' compensation insurance program through the Ohio Bureau of Workers' Compensation at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Ordinarily, workers' compensation benefits are not paid for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, even if it has been sponsored by the Company.

SOCIAL SECURITY INSURANCE

As an employee, you are required by Federal law to pay through payroll deduction a certain percentage of your income to the Federal Social Security Program. The Company is also required to pay a similar amount to the government on your behalf. Social Security provides benefits covering retirement, permanent disability and benefits for children whose parents are deceased. If you have specific questions or need further information regarding these matters, you should contact your local Social Security office.

UNEMPLOYMENT INSURANCE

The Company pays a premium to the State of Ohio to fund Unemployment Compensation benefits for our employees. You do not make any contributions to this

fund. Unemployment Compensation provides a weekly benefit for a specified period of time should your employment be terminated through no fault of your own. These benefits change periodically and are established by State law.

LEAVES OF ABSENCE

Personal Leave

Vector Technical may, at its sole discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of Vector Technical for 12 months.

The Company reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with Vector Technical Inc.

Because operations sometimes require that vacant positions be filled, the Company's approval of a leave of absence does not guarantee that the job will be available when the employee returns from the leave. The Company will, however, make an effort to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

Bereavement Leave

Vector Technical will provide up to three days of unpaid bereavement leave for an employee upon the death of an immediate family member. For purposes of this policy, "immediate family" is defined as the employee's or the employee's spouse's parents, siblings, children, grandparents, grandchildren, the employee's spouse, or any other relative who resides in the employee's household.

Employees should direct all requests for Bereavement Leave to their recruiters or to the President of Vector Technical, as applicable.

Jury Leave

Employees who are called for jury duty will be granted time off without pay to perform this civic duty. Employees must notify their recruiters, or the Office Manager, as applicable, as soon as they learn they have been summoned as a juror so that work arrangements can be made. An employee who is excused from jury duty prior to the end of a regularly scheduled workday must report for work for the remainder of that day, or otherwise notify his or her recruiter of his or her availability to work.

Military Leave

Vector Technical Inc. will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States. Employees may use accrued paid time off during a military leave of absence, but are not

required to do so.

Family Medical Leave of Absence (FMLA)

The Company will make available to eligible employees the benefits required by the Family and Medical Leave Act of 1993 (“FMLA”). Those benefits, as incorporated into the policy of the Company, are described below.

Who Is Entitled To FMLA Leave?

Employees who have worked for the Company for at least twelve months and at least 1,250 hours during the prior twelve months are eligible for these benefits.

Eligible employees may take unpaid leaves of absence (“FMLA leave”) during a particular twelve month period for any of the following reasons:

- Birth and/or care of the employee’s child;
- Placement of a child into the employee’s family, by adoption or by a foster care arrangement;
- To care for the employee’s spouse, child or parent who has a serious health condition; or
- Because a serious health condition makes the employee unable to perform the functions of his/her position.

How And When Can The Leave Be Taken?

FMLA leave can extend for up to twelve weeks during a particular twelve month period. The applicable period is a “rolling twelve month period,” measured backward from the date an employee uses FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement will be any part of the 12 weeks of FMLA leave which the employee has not used during the immediately preceding 12 months. For example, if an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken. If an employee used four weeks beginning February 1, 2016, four weeks beginning June 1, 2016, and four weeks beginning December 1, 2016, the employee would not be entitled to any additional leave until February 1, 2017. However, on February 1, 2017, the employee would be entitled to four weeks of leave, on June 1 the employee would be entitled to an additional four weeks, etc.

Ordinarily, FMLA leave will be taken over a period of consecutive days and weeks. However, in the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis, but only if that type of leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member’s or the employee’s own serious health condition, the Company has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee’s regular job. The temporary position will have equivalent pay and benefits as the employee’s regular job.

The right to FMLA leave for the birth and/or placement of a child into an employee's family may only be taken within the twelve months after the date of the birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee and the Company agree. If both spouses are employed by the Company, the combined leave shall not exceed twelve weeks.

What Is A "Serious Health Condition"?

For purposes of this policy, a "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care and any corresponding period of incapacity or subsequent treatment, or continuing treatment by a healthcare provider.

Continuing treatment can be any one of five sets of circumstances. It can be (i) a period of incapacity that lasts more than three consecutive days and involves a certain level of treatment (two or more times by a healthcare provider or on at least one occasion which results in a regimen of continuing specialized treatment, including a course of prescription medication or therapy requiring special equipment), (ii) any period of incapacity due to pregnancy or for prenatal care, (iii) any period of incapacity due to a chronic serious health condition (such as asthma, diabetes or epilepsy), (iv) permanent or long-term incapacity due to a condition for which treatment may be ineffective if there is continuing supervision by a healthcare provider (such as for Alzheimer's, severe stroke, or the terminal stages of disease), or (v) absence due to multiple treatments either for restorative surgery or for a condition likely to result in incapacity of more than three days absent medical intervention (such as cancer, severe arthritis or kidney disease). Periods of incapacity due to pregnancy or chronic conditions are not subject to a three-day minimum duration or to any requirement that treatment be received.

What Are The Benefits Of FMLA Leave?

An important benefit of FMLA is that it gives an employee the right to take time off from work upon the occurrence of an event which qualifies under FMLA. Please note, however, that FMLA leave is UNPAID time off, except to the extent that the employee may also be entitled to paid leave pursuant to some other Company policy. (See "How Does This Policy Coordinate With Other Company Policies?" below.)

Another benefit of FMLA is that it gives an employee who has taken FMLA leave the right to reinstatement to his former position, or to an equivalent position, without loss of pay or benefits, when the employee returns to work within or on the first business day following the expiration of the allowed twelve weeks of FMLA leave.

During a FMLA leave of absence, the Company will continue to pay the same portion of the employee's health insurance premiums as the Company had been paying prior to the leave. Of course, the employee must continue to pay his/her share of the premium during the leave. If the employee fails to pay his/her share of the health insurance premium the

coverage may be lost.

If the employee does not return to work after the expiration of the FMLA leave, the employee will be required to reimburse the Company for its payment of health insurance premiums during the FMLA leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or because of circumstances beyond the control of the employee.

During leave, the employee shall not accrue employment benefits, such as vacation pay, sick pay, pension, etc. However, any employment benefits accrued by the employee up to the day on which the FMLA leave begins will not be lost as a result of taking a FMLA leave.

How Does This Policy Coordinate With Other Company Policies?

To some extent, this Family and Medical Leave Act Policy is coordinated with other Company policies.

While FMLA leave is unpaid, an employee who is on FMLA leave for a reason which also entitles him/her to paid sick days, salary continuation, or disability benefits pursuant to other existing Company policies will receive those benefits during FMLA leave. In other words, the same period of absence may be FMLA leave, on one hand, and may also be sick leave and/or disability leave, etc., on the other hand. The employee is required to use up available sick days, disability leave, etc. during a FMLA leave if the reason for the leave qualifies for FMLA leave and for leaves under any of the other Company policies which provide for leaves of absence.

In addition, employees are required to use any available vacation time for any part of the FMLA leave which would otherwise be unpaid leave for the employee.

What Are The Required Procedures?

The Company is Required:

1. To provide to each employee taking a leave which meets the requirements for FMLA leave the "Response To Your Request For Leave" form developed by the U. S. Department of Labor or a similar statement of the Company's response to a request for FMLA leave; and
2. To notify the employee in writing immediately after the Company learns that the employee's leave qualifies as FMLA leave that the employee's sick days and/or short-term disability leave and/or vacation time, as applicable, will be counted towards the twelve weeks of FMLA leave.

If written notice is not given to the employee by the date of expiration of the leave, the leave will not be counted towards the employee's available twelve weeks of

FMLA leave.

The Employee is Required:

1. To submit the appropriate form of application for a FMLA leave of absence in writing; it must be signed by the employee's immediate supervisor; applications should be submitted at least thirty days before the leave is to commence or as soon as possible if thirty days' notice is not possible;

2. When the necessity of a leave is foreseeable due to the expected birth or placement of a child, to provide the Company at least thirty days' notice of the employee's intention to take a leave; if the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to the Company, the employee must provide such notice as soon as practical;

3. Where the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must give at least thirty days' notice; notice must be given as soon as practical if treatment starts in less than thirty days, and the employee make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Company, subject to the approval of the healthcare provider;

4. Where the need for leave is unforeseeable, the employee must give notice as soon as practical;

5. Any leave request based on a family member's or employee's own serious health condition must be supported by certification from a healthcare provider; the employee must provide a copy of the certification to the Company in a timely manner; certification from the healthcare provider must contain the date the serious health condition began, the possible duration of the condition, and the appropriate medical facts regarding the condition;

(a) if the leave is based on the care of a spouse, child or parent, the certification must include a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue;

(b) if the leave is based on the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the functions of his/her job;

6. In the case of intermittent leave or leave on a reduced hours basis for planned medical treatment, the certification must also include the date the treatment is expected to be given and the duration of the treatment;

7. An employee on FMLA leave must report periodically on his/her status, intention to return (or not to return) to work; periodic recertification of the employee's

medical condition is also required; and

8. An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work prior to the return from FMLA leave.

To Whom Should Employee Questions Be Directed?

Any question concerning this policy should be directed to the President of the Company.

STANDARDS AND EXPECTATIONS FOR THE WORKPLACE

SAFETY

Vector Technical Inc. believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her recruiter in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your recruiter immediately. If you have a question regarding the safety of your workplace and practices, ask your recruiter for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your recruiter. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Construction and use of safe scaffolding.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

Using Safety Equipment

Where needed, Vector Technical Inc. and its client companies provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your recruiter before performing the job duty for which you need the safety equipment.

Injury Reporting Policy

Vector Technical has an obvious concern for employees and the care they receive as a result of a work-related accident or illness. In order to streamline and improve the processes involved with accident reporting and claims management, and in an effort to facilitate an early return to work following a work-related injury, Vector Technical is implementing the following rules related to the reporting of work-related accidents and injuries.

1. All employees are required to report a work-related injury or illness immediately or as soon as practicable. In almost all instances, this will mean prior to the end of the shift on which the injury/illness occurred. This will allow Vector Technical and/or its client to promptly investigate each situation to determine the cause of the injury/illness and what should be done to prevent a reoccurrence of a similar situation. “Near-miss” events are also to be reported immediately and will be investigated just as those events causing injuries.
2. Employees must report all injuries/illnesses/near-misses to their immediate supervisor at the work site and to their recruiter. The supervisor/management representative will complete an internal accident report as soon as possible following the report of the injury/illness. The accident report will require signatures from both the employee and supervisor. Employees are required to assist in the investigations and will be a vital part of making recommendations to prevent further accidents.
3. Employees that are unable to work as a result of a work-related accident/illness must contact Vector Technical and/or its client as soon as the employee knows that he/she will miss work. Ordinarily, that notice will be delivered on the day of the occurrence or no later than the first day of absence. The employee shall provide information on their condition and a probable return-to-work date.
4. Employees must inform their medical providers that Vector Technical and/or its client offers modified/restricted-duty options. Employees may have medical providers call Vector Technical and/or its client with any questions regarding this program.
5. Employees that are off work more than one week due to work-related injuries/illnesses must contact Vector Technical and/or its client at least once per week to provide updates on their medical status and probable return to work.
6. Modified and/or restricted duty may be available at the discretion of Vector Technical and/or its client. Employees will be evaluated on a case-by-case basis to see if they qualify for restricted or modified duty. Assignment to modified/restricted duty is contingent upon various factors, and not all employees will be allowed to return to work under this program. The modified/restricted-duty option is a temporary remedy and the length of time allowed on this program will be decided by Vector Technical and/or its client on a case-by-case basis.

7. *In the event of any injury in the workplace or on the property of Vector Technical or its client that requires medical attention, a post-accident drug and/or alcohol screen will be administered at the nearest medical facility.*

Vector Technical works to provide a safe, healthy workplace for its employees. As part of that effort, employees must understand that, as a condition of employment, the preceding procedures and policies must be followed. Failure to abide by these policies and procedures may result in disciplinary action up to and including termination of employment. If there are any questions, please contact your recruiter.

Hazard Communications

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your recruiter immediately.

CARE OF EQUIPMENT AND SUPPLIES

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your recruiter.

Neglect, theft, and/or destruction of Vector Technical Inc.'s and/or its client companies' materials are grounds for disciplinary action, up to and including termination.

SMOKING AT THE WORKPLACE

Vector Technical Inc.'s policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office and on our client sites. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the worksite or office. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking and/or may be subject to disciplinary action.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their recruiter any violation of this policy.

VIOLENCE AND WEAPONS

Vector Technical Inc. believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, Mace, etc., to the worksite or office. Neither threats of violence nor fighting will be tolerated.

You are expected to immediately report to your recruiter any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including

termination.

DRUG-FREE WORKPLACE

Vector Technical Inc. does not tolerate the presence of illegal drugs or the illegal use of legal drugs or alcohol in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances, is strictly prohibited while on duty, while on Vector Technical Inc. or its client company's premises or worksites, or while operating Vector Technical Inc. or its client company's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs or alcohol is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your recruiter. Violation of this policy will result in disciplinary action, up to and including termination.

Prior to employment, each potential employee must undergo a drug test. Vector Technical Inc. may also require employees to take random drug and/or alcohol tests during their employment with Vector Technical Inc. A positive result on any such drug or alcohol test is grounds for termination of your employment.

Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy.

Any employee who is convicted of violating criminal drug statutes must notify an appropriate officer or senior official of Vector Technical Inc. of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action, up to and including termination.

RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS

At Vector Technical Inc., client satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the client to achieve this goal.

APPEARANCE AND DRESS

To present a business-like, professional image to our customers and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the business office are somewhat different than for client sites.

- For the business office, casual to business-style dress is appropriate. Employees should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as cut-offs or halter tops are not acceptable attire for the business office.
- For client sites, employees are expected to wear work clothes appropriate for work to be done. Employees should be sensitive to the location and context of their work and should be ready to adjust their dress if the

circumstances so warrant. Employees at a jobsite should wear clothing that protects their safety (steel-toed shoes, for example) and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery).

SOLICITATION AND DISTRIBUTION

For the safety, convenience, and protection of all employees, Vector Technical Inc. has adopted the following rules concerning solicitation and the distribution of materials:

- Vector Technical Inc. prohibits solicitation and distribution of non-company materials on Company property or at Company client sites at all times.

PERSONAL CALLS, VISITS, AND BUSINESS

Vector Technical Inc. expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short.

Employees should also limit incoming personal calls, visits, or personal transactions. Vector Technical Inc.'s phones should be available to serve Vector Technical Inc.'s customers, and non-business use of the phones can hurt Vector Technical Inc.'s business. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

BUSINESS EXPENSES

Employees may occasionally incur expenses on behalf of Vector Technical Inc. Vector Technical Inc. will reimburse employees for typical business expenses, such as mileage (for example, when Vector Technical Inc. asks an employee to travel to a different jobsite during the workday) and certain job-related supplies or materials. Vector Technical Inc. will pay mileage reimbursements at the end of each month, upon receipt of the employee's mileage record. In order to be reimbursed for job-related supplies or materials, employees must deliver a receipt for the supplies or materials to Vector Technical Inc.'s business office within 7 days of the purchase. Employees may also turn in such receipts by attaching them to the employee's weekly time sheet for the week in which the employee made the purchase.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. Vector Technical Inc. expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within Vector Technical Inc.'s sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, Vector Technical Inc. reserves the right to discharge an employee at its discretion, with or without notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

1. Excessive absenteeism or tardiness.
2. Dishonesty, including falsification of Company-related documents, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. Possession of, consumption of, or being under the influence of alcoholic beverages while on Company or customer premises or on Company business.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or unprescribed controlled substances.
6. Reporting for work at a time when illegal drugs or unprescribed controlled substances are in your body, or while your ability to do your work is impaired as a result of the use of drugs or alcohol.
7. Possession of weapons, firearms, ammunition, explosives, or fireworks on Company or customer premises.
8. Failure to promptly report a workplace injury or accident involving any of Vector Technical Inc.'s employees, clients, equipment, or property.
9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving on Company business.

11. Commission of a crime, or other conduct which may damage the reputation of Company.
12. Use of profane language while on Company business.
13. Stealing, misappropriating, or intentionally damaging property belonging to Vector Technical Inc. or its customers or employees.
14. Unauthorized use of Vector Technical Inc.'s or its clients' name, logo, funds, equipment, vehicles, or property.
15. Insubordination, including failure to comply with any work assignments or instructions given by any Company recruiter with the authority to do so.
16. Violation of Vector Technical Inc.'s Equal Employment Opportunity Policy or its Harassment Policy.
17. Interference with the work performance of other employees.
18. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
19. Failure to maintain the confidentiality of trade secrets or other confidential information belonging to Vector Technical Inc. or its customers.
20. Failure to comply with the personnel policies and rules of Vector Technical Inc. or its clients.
21. Any misconduct (including but not limited to violation of a company policy) which, in the sole opinion of management, is sufficiently serious to justify the termination of employment, even though not specifically listed here.

RE-EMPLOYMENT

Former employees who are rehired and return to work within three months of their termination will not be required to go through another orientation period, unless Vector Technical Inc. deems it necessary. Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees and must complete a new orientation period. They will be considered new employees for any and all benefits. As a general rule, Vector Technical Inc. will not rehire former employees who:

- Were dismissed by Vector Technical Inc.
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Had a below-average evaluation
- Violated work rules or safety rules

MOONLIGHTING

Vector Technical discourages our employees from taking additional outside employment. Employees who wish to take on outside employment must first obtain permission from the President of the Company. Work requirements for Vector Technical, including overtime, must take precedence over any outside employment.

Vector Technical will not permit any employee to take an outside job with a company that is in the same business, or in a business related to, the business of Vector Technical, or which is in any way a competitor of Vector Technical Inc.

If Vector Technical permits an employee to take outside employment, the employee must report to his or her recruiter when the outside job has started. If, as a result of this moonlighting, the employee is unable to work when requested by Vector Technical or its client, including overtime, or is unable to maintain a high work performance level at Vector Technical or its client, permission to work at the outside job may be rescinded, or the employee may be subject to dismissal.

Employees are not permitted to work directly for any client of Vector Technical without the express approval of the President of Vector Technical.

ELECTRONIC COMMUNICATIONS POLICY

This policy applies to the use of all of the Company's electronic communications capabilities, including electronic mail ("e-mail") and the use of all methods of access to and communication on or utilizing the Internet ("Internet access").

The Company is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the Company's business.

The Company provides an e-mail system to its employees to enable them to communicate with each other and with the Company's suppliers and customers in an efficient and cost effective manner. The electronic communications systems and equipment (the "System") which is the subject of this policy is owned or leased by the Company and is provided to employees for their use in connection with their work. It is the responsibility of each employee to ensure that this technology is used in accordance with the policies and procedures set forth below.

Policies and Procedures Applicable to All Electronic Communications

The following policies and procedures relate to the use of e-mail, Internet access and any other form of electronic communications.

1. The System is to be used primarily for business-related purposes. While occasional personal use is permitted, such use should be limited to times when the employee is not required to be performing any duties for the Company, when the use will not conflict with the use of any part of the System by any employee who desires to use it for business purposes, and may not in any event be used in a manner contrary to any of the provisions of this Electronic Communications Policy.

2. The System is to be used in a manner that does not compromise the confidentiality of the Company's confidential and/or proprietary and/or trade secret and/or other sensitive information.

3. The System may not be used in connection with or to support any business ventures other than those of the Company.

4. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Company's policy concerning equal employment opportunity and its policy prohibiting sexual and other unlawful harassment. Under no circumstances may the System be used to transmit foul, indecent, scandalous or improper information.

5. The use of the System in support of political, religious or other controversial causes is an inappropriate use of the system.

6. Offensive racial or sexual comments are expressly prohibited.

7. You should not expect that anything which you send or receive using the System is your private property. In fact, it belongs to the Company. You should not have any expectation of privacy with respect to those communications.

8. The Company may, from time to time as it sees fit, monitor, review, intercept or gain access to communications you initiate or receive on the System. This includes communications which utilize Company equipment, even if they are routed through your personal e-mail accounts. Your use of any part of the System will constitute your consent to such monitoring, reviewing, interception or access. The Company may, but has no requirement to, give you notice, either before or after any review of your communications.

9. From time to time, in accordance with its then-current records retention policy, the Company may purge electronic messages from the System, without notice to you. If you receive an electronic communication which you believe you should retain for purposes of your work, you should copy it to an appropriate word processing file and retain that file.

10. As with all of its policies, the interpretation of this Electronic Communications Policy is within the sole discretion of management, and the Company reserves the right to alter, amend, modify, revoke, suspend or terminate all or any part of this Electronic Communications Policy, at any time, in its sole discretion, with or without notice to you.

11. Employees may not use a code, access a file or retrieve any stored communication other than those for which the employee is explicitly authorized, unless the employee has received prior clearance by an authorized representative of the Company.

12. Each employee is required to notify management immediately if he/she believes that another person may have made an unauthorized use of the System, or may have had an unauthorized access to the employee's password, or violated this policy in any material manner.

13. Any employee who violates this policy shall be subject to discipline, up to

and including discharge.

Specific Policies and Procedures Applicable to E-mail

The following policies and procedures relate to the use of e-mail.

1. Each employee should have his/her own e-mail address and password. Do not share your e-mail password with any other person.
2. Employees may not provide access to the Company's e-mail system to an unauthorized user.
3. Employees may not provide access to another user's e-mail box without authorization.
4. Employee e-mail communications are not to be considered as the employee's private information, even if access to an employee's e-mail requires the use of a password and even if the message is designated as private by either the sender or the recipient or both.
5. Please note that the "delete" function does not eliminate the message from the system.
6. Please note that there are situations and circumstances in which the Company may access and disclose messages which have been sent over its e-mail system.
7. Mass e-mails require prior approval by an appropriate member of the management of the Company.

Specific Policies and Procedures Applicable to the Internet

1. Any unauthorized use of the Internet is strictly prohibited. Unauthorized use includes, but is not limited to: connecting, posting or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security of information contained on the Company's computers.
2. Internet messages should be treated as non-confidential. Anything sent through the Internet passes through a number of different computer systems, all with different levels of security. The confidentiality of messages may be compromised at any point along the way, unless the messages have been encrypted.
3. Because postings placed on the Internet may display the Company's address, make certain before posting information on the Internet that the information reflects the standards and policies of the Company. Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature, or information which violates this Electronic Communications Policy, be placed on the Internet.
4. Subscriptions to news groups and mailing lists are permitted when the subscription is for a work-related purpose. Any other subscriptions are prohibited.
5. Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the

Internet may be done only by express permission from the author or copyright holder.

6. Unless the prior approval of management has been obtained, users may not establish Internet or other external network connections that could allow unauthorized persons to gain access to the Company's systems and information.

7. All files downloaded from the Internet must be checked for possible computer viruses. If uncertain whether your virus-checking software is current, you must check with an authorized Information Systems Representative before downloading.

HANDBOOK CAN BE CHANGED; IT IS NOT A CONTRACT

This Handbook is intended to be a description of certain policies which the Company has adopted as of this time, and is to be used solely as a source of information about programs which are presently in effect. Vector technical reserves the right to alter, amend, modify, revoke, suspend or terminate any or all of the policies described in this Handbook at any time, in its sole discretion, with or without notice to you.

NOTHING CONTAINED IN THIS HANDBOOK IS INTENDED TO CREATE ANY CONTRACTUAL OR LEGALLY BINDING OBLIGATION. THIS IS NOT A CONTRACT; IT IS NOT AN OFFER OF A CONTRACT; THE COMPANY DOES NOT MAKE ANY PROMISES IN THIS HANDBOOK AND DOES NOT INTEND THAT ANY PARTY RELY UPON ANYTHING CONTAINED IN THIS HANDBOOK.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of the current Vector Technical Inc. Employee Handbook. I understand the following:

1. It is my responsibility to read and understand the material covered, and that I should direct any questions that I may have about the handbook or its contents to the Office Manager or his or her designated representative.

2. It is my responsibility to comply with the policies, procedures, and other guidelines set forth in the handbook.

3. Vector Technical Inc. reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice.

4. I acknowledge that nothing contained in the handbook is, or is intended to create, an express or implied contract regarding my employment.

5. I have been employed by Vector Technical Inc. on an at-will basis, and my employment is terminable at the will of Vector Technical Inc. or me at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of Vector Technical Inc. other than the President has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis, and that any such agreement must be in writing. I have not entered into any such agreement.

6. This handbook is the property of Vector Technical Inc. and must be returned upon termination of the employment relationship.

Signature

Date

Employee Name: Printed