

EMPLOYEE HANDBOOK



IMPACT



WORK



COMMUNITY

HUMAN
TECHNOLOGIES

The Power of People with Purpose

Human Technologies

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Making Impact and Achieving Purpose

Welcome to Human Technologies. We are excited that you have chosen to be a part of our pioneering and self-sustaining company. Human Technologies is a disruptive innovator and is leading a system wide change in the employment of people who have disabilities and other barriers to employment.

At Human Technologies you are part of a team of hundreds of powerful people delivering exceptional products and services to customers throughout New York, the United States and Internationally. We are excited about the role you will play in collaborative global transformation and are eager to have you join us as we unleash human potential!

Our policies, procedures and benefits outlined in this Employee Handbook are designed to give you a beginning framework for our internal operations and some introductory information about expectations. More specific and detailed information about your job function and responsibilities will be provided to you by your immediate supervisor, and you can learn more about us as an innovative company by visiting our website, viewing our videos on YouTube, liking us on Facebook and following us on Twitter.

We are proud of who we are, the work we do and the power of our people. Your presence with us creates new opportunities to make greater impact, and we look forward to assisting in realizing your purpose.

ABOUT THIS HANDBOOK

Purpose

The purpose of this Employee Handbook is to describe the personnel policies of Human Technologies and to explain the benefits, privileges and responsibilities of its employees. Please read it thoroughly and retain it for future reference. This Handbook is not a contract, expressed or implied, guaranteeing or prescribing terms of employment. Human Technologies does reserve the right to change these policies at any time. Revised pages will be provided to all employees as changes are made. Although it is anticipated that employment with Human Technologies will be long-term, employment with Human Technologies is “at will.” This means that either the employee or Human Technologies can terminate employment at any time, for any reason, with or without cause.

This Handbook does not contain all of the regulations, policies, rules and procedures of Human Technologies. Human Technologies has Corporate and Departmental policies and procedures that can be found on Human Technologies’ website by visiting <http://htcorp.net/employee-pages/> or through your supervisor. Employees that do not have a Human Technologies computer can utilize Human Technologies’ computer lab at 2260 Dwyer Ave in Utica, NY or contact the Human Resources Department (HR Department). These policies address in detail some of the topics contained in the Employee Handbook plus additional policies and procedures that are not listed in this handbook. Employees are encouraged to become familiar with all of the Company’s policies and procedures and to seek clarification where needed from their Supervisor.

Human Technologies has a HR Department which is responsible for the following:

- ⌚ benefits management
- ⌚ company-wide employee training
- ⌚ personnel policies and procedures
- ⌚ the employee performance evaluation system
- ⌚ equal employment opportunity and affirmative action
- ⌚ workers’ compensation
- ⌚ employee relations
- ⌚ recruitment activities and personnel records

Questions regarding any of these matters or the interpretation of the language contained in this Employee Handbook should be addressed to the VP of HR at 315-570-6910.

INTRODUCTION

Mission

Creating employment for people with disabilities.

Vision

An extraordinary world class business of choice creating collaborative global transformation by unleashing human potential.

We Believe...

- ⦿ each of us makes an impact
- ⦿ work done well makes everything possible
- ⦿ the work of our people transforms communities

Corporate Responsibilities

Our employees' accomplishments and cooperation are the most important factors in our continued growth and success. It is our objective to provide a relationship of mutual trust and respect which will allow employees to attain personal satisfaction from their work and contribute to our company's growth.

Accordingly, it is our policy...

- ⦿ TO SELECT AND HIRE...
the best qualified person without regard to race, sex/gender, color, creed, age, national origin, religion, disability, sexual orientation, marital status, genetics, military status, pregnancy, familial status, citizenship or any other applicable protected class or status recognized by federal, state or local law.
- ⦿ TO PROVIDE WAGES, SALARIES AND EMPLOYEE BENEFITS...
that are competitive with those provided for similar positions in the recruiting area. To periodically review area wages, salaries and benefits and to ensure that our programs are competitive.
- ⦿ TO PROMOTE FROM WITHIN...
by providing opportunities for qualified employees to fill open positions whenever available.

- ⌚ TO PROVIDE JOB SECURITY...
by improving productivity and managing changing business conditions so as to minimize layoffs and adverse effects on our employees while maintaining the short and long range growth and stability of the company.
- ⌚ TO PROVIDE SAFE WORKING CONDITIONS...
by maintaining an orderly operation and developing and adhering to policies and practices that ensure the safety and health of our employees.
- ⌚ TO ENCOURAGE AN INDIVIDUAL'S SELF-DEVELOPMENT...
by providing training and other opportunities for skill development and advancement.
- ⌚ TO KEEP EMPLOYEES INFORMED...
by communicating developments within the company which are of interest to our employees.
- ⌚ TO ENCOURAGE OPEN DISCUSSION...
of all ideas, suggestions, problems and matters of concern among employees, supervisors, managers and administrators.

Employee Responsibilities

It is the responsibility of the employee to read and understand the Personnel Policies as presented in this Employee Handbook and to notify the HR Department of any changes in personal, educational or professional status and/or other pertinent information which might affect employment or benefits.

In addition to the Employee Handbook, employees are expected to be familiar with all policies and procedures that have to do with internal operations of Human Technologies. The policies are located on Human Technologies' website and can be accessed as described above in "About This Handbook" section.

Employees are expected to:

- ⌚ Conduct themselves in a professional and dignified manner;
- ⌚ Follow Human Technologies' policies and procedures;
- ⌚ Work Safely. Every Employee. Every Day. Everywhere.

CORPORATE POLICY STATEMENTS

Americans with Disabilities Act

The policy of Human Technologies is to be compliant with the Americans with Disabilities Act of 1990, as amended, and other applicable laws. Human Technologies shall make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” for Human Technologies or its operating divisions. An undue hardship is defined as an action requiring significant difficulty or expense when considered in light of size, financial resources and the nature of the operation. It is not the intent of Human Technologies to lower quality or production standards to make an accommodation, nor is it the policy of Human Technologies to provide personal use items such as, but not limited to, prescription glasses or hearing aids.

Commitment to Equal Employment Opportunity

The policy of Human Technologies is to be an equal opportunity employer. In keeping with this policy, the Corporation will seek and employ qualified personnel, and provide equal employment opportunities for all applicants and employees. The Corporation will recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, sex/gender, color, creed, age, national origin, religion, disability, sexual orientation, marital status, genetics, military status, pregnancy, familial status, citizenship or any other applicable protected class or status recognized by federal, state or local law. Similarly, all other personnel matters such as compensation, benefits, transfers, layoffs, company-sponsored training, education, tuition reimbursement, and social and recreational programs will continue to be administered in accordance with Human Technologies’ policies.

The Corporation will take affirmative action to employ and advance in employment, qualified individuals with disabilities, veterans, women and minorities as documented in the Corporation’s Affirmative Action Plan (AAP). Suitable portions of the Affirmative Action Program will be made available for inspection by applicants and employees on request to the EEO Compliance Officer/VP of HR.

Any employee believing that they are being subjected to any form of discrimination should immediately notify the HR Department. All complaints will be thoroughly and confidentially, as much as possible, investigated and a determination made which will be provided to the employee. If the employee is dissatisfied, they may avail themselves to the Grievance Procedure as outlined in this Employee Handbook.

Non Discrimination & Anti-Harassment Policy

Human Technologies is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Corporation expects that all relationships among persons (employees, interns, students, visitors, etc.) in the workplace or at any Human Technologies function will be business-like and free of bias, prejudice and harassment.

The Corporation has adopted a policy of “zero-tolerance” with respect to unlawful employee discrimination or harassment. Human Technologies prohibits any form of unlawful employee discrimination or harassment based on race, sex/gender, color, creed, age, national origin, religion, disability, sexual orientation, marital status, genetics, military status, pregnancy, familial status, citizenship or any other applicable protected class or status recognized by federal, state, local law or Human Technologies.

Human Technologies also prohibits retaliation against any individual who reports discrimination or harassment or participate in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination.

Human Technologies mandates the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. If an employee experiences harassment based on a protected class, or believes they have been treated in an unlawful, discriminatory manner, the employee should promptly report the incident to their immediate supervisor, HR Department, an Officer, or the President/CEO. ***There is no need to follow any formal chain of command when filing a complaint, and the employee may bypass anyone in their direct chain of command. Please understand that the Corporation takes complaints of discrimination and harassment very seriously!***

The policy in its entirety and how to report an incident can be found on Human Technologies’ website by visiting <http://htcorp.net/employee-pages/>.

Violence in the Workplace Policy

Human Technologies is committed to preventing workplace violence and to maintain a safe work environment. Given the increasing violence in society, Human Technologies has adopted a policy of “zero tolerance” with regard to violence in the workplace. Therefore, Human Technologies expects that all relationships among persons (employees, interns, students, visitors, etc.) in the workplace or at any Human Technologies’ function will be business like, respectful and free of violent behavior.

Human Technologies also prohibits retaliation against any individual who reports incidents of violence or participates in an investigation of such reports. Retaliation against an individual for reporting incidents of violence or for participating in an investigation of a claim of violence is a serious violation of this policy and, like violence itself, will be subject to disciplinary action up to and including termination.

Human Technologies mandates the reporting of all incidents of violence or retaliation, regardless of the offender’s identity or position. If an employee experiences any violence based on race, sex/gender, color, creed, age, national origin, religion, disability, sexual orientation, marital status, genetics, military status, pregnancy, familial status, citizenship, or any other applicable protected class or status recognized by federal, state or local law, or believes they have been treated in an unlawful, violent manner, the employee should promptly report the incident to their immediate supervisor, HR Department, an Officer, or the President/CEO. ***There is no need to follow any formal chain of command when filing a complaint and the employee may bypass anyone in their direct chain of command. Please understand that the Corporation takes complaints of violence very seriously!***

The policy in its entirety and how to report an incident can be found on Human Technologies’ website by visiting <http://htcorp.net/employee-pages/>.

Drug-Free Workplace Policy

Human Technologies is a federal contractor as defined by the Drug-Free Workplace Act of 1988. Consequently, Human Technologies is required to take certain steps toward maintaining and certifying to federal contractors and grantors that it strives to maintain a drug-free workplace.

Human Technologies prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace. The workplace includes not only the physical facilities of Human Technologies but all sites within the community where employees work. Further, employees are prohibited from being at work under the influence of alcohol or any illegal or synthetic substance.

Any employee engaged in such prohibited conduct or convicted of a crime involving a workplace drug violation shall be subject to disciplinary action up to and including termination. Human Technologies will weigh all relevant facts and circumstances in reaching a decision to discipline.

The policy in its entirety can be found on Human Technologies' website by visiting <http://htcorp.net/employee-pages/>.

Whistle Blower Policy (as adopted by the BOD 8/9/17)

All directors, officers, employees and interns of Human Technologies Corporation ("HT"), in the performance of their duties, shall conduct themselves with honesty and integrity and observe the highest standards of business and personal ethics as set forth in the company's policies and procedures, including its Conflict of Interest and Confidentiality Policy (collectively, "HT's Policies") as well as in all applicable laws, rules and regulations (collectively, the "Applicable Legal Requirements").

Each director, officer, employee and intern of HT is responsible to make a complaint (each, individually a "Complaint" and, collectively, the "Complaints") with respect to any action or suspected action taken by or within HT that is or may be illegal, fraudulent or in violation of HT's Policies and/or Applicable Legal Requirements. Anyone making a Complaint must be acting in good faith and have a reasonable basis for making such Complaint.

Complaints shall be made to HT's President/CEO who is hereby designated to administer this Whistleblower Policy (the "Policy Administrator") and coordinate further action with regard thereto. To the extent that a Complaint involves HT's President/CEO, HT's Chair of the Audit and Finance Committee shall serve as the Policy Administrator. The Policy Administrator shall investigate and handle each Complaint in a timely manner, and shall report to the Audit Committee with respect thereto.

The Policy Administrator shall take such steps as are reasonable or practicable under the circumstances to preserve the confidentiality of any Complaint and any information reported in connection therewith. Such information shall be disclosed only to the extent necessary to facilitate the investigation and review of the Complaint or as otherwise may be required by law or this Policy.

An employee who also holds a position as a director is prohibited from taking part in any board or committee deliberations concerning the administration of whistleblower policies. Any person who is the subject of a whistleblower complaint may not be present at or participate in board or committee deliberations or voting on the matter relating to the complaint (although the board or committee will be allowed to request that person present background information or answer questions prior to the commencement of deliberations or voting).

No director, officer, employee or intern of HT who, acting in good faith and having a reasonable basis therefor, makes a Complaint, shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence. An employee who retaliates against someone who, acting in good faith and with a reasonable basis therefore, makes a Complaint, will be subject to disciplinary action which may include termination of employment. Regardless, any claim of retaliation will be taken and treated seriously and irrespective of the outcome of the Complaint, will be treated as a separate offense. Any Complaint that proves to be unsubstantiated and to have been made in bad faith and without a reasonable basis therefor, will be viewed as a serious disciplinary offense.

A copy of this Whistleblower Policy shall be distributed to all directors, officers, employees and interns of HT who provide substantial services to HT.

Confidentiality (HIPAA)

Employees are expected to exercise the utmost discretion in regards to all matters of company business. Many individuals, by the nature of their position, handle matters of a sensitive nature and are required to maintain the confidentiality of this information.

Information regarding anyone employed by this organization is strictly confidential. Information is to be divulged with caution and only with the consent of the individual or if there is an internal need to know. Any employee requested to provide information about an individual currently or formerly employed by Human Technologies may only do so in accordance with Human Technologies' Health Insurance Portability and Accountability Act (HIPAA) Policy.

For further details, please refer to the Health Insurance Portability and Accountability Act Policy at <http://htcorp.net/employee-pages/> or contact the HR Department.

Conflict of Interest

Supervisors and managers shall not use their position as an employee of Human Technologies for a purpose that is, or gives the impression of, being motivated by a desire for private gain for themselves or others.

In addition, Officers and/or Key Persons are required to complete, date, sign and submit a written Conflict of Interest Disclosure Statement annually.

The policy in its entirety can be found on Human Technologies' website by visiting <http://htcorp.net/employee-pages/>.

Code of Conduct

Human Technologies expects each employee to conduct themselves with the highest level of integrity when it comes to acting on behalf of Human Technologies. There are standards outlined on the company website that cover a wide range of business practices and procedures such as, but not limited to, compliance with laws, licensing, ethical practices, record keeping, confidentiality, company assets, safety and auditing practices.

The policy in its entirety can be found on Human Technologies' website by visiting <http://htcorp.net/employee-pages/>.

Restraining Order Policy

Human Technologies makes every effort to maintain a safe work environment. It is also understood that people may have experiences in their personal lives that may place them in vulnerable circumstances. At times, people seek assistance from the police and courts, and they issue a restraining order against someone. This is a personal matter, and Human Technologies has no desire to intrude on one's privacy. However, in an effort to maintain a safe environment for all employees, the following guidelines have been established:

- ⦿ If an employee has a restraining order issued against an individual, they are to report this information to the HR Department.
- ⦿ The employee will be asked to supply a copy of the restraining order. The information will be kept in a confidential file and used in the event the police need to be called.
- ⦿ The employee will be asked to supply a picture of the individual.
- ⦿ All efforts will be made to respect and protect the privacy of the employee, and only essential personnel will be informed of the situation.
- ⦿ The employee will inform the HR Department if circumstances change or the status of the restraining order is modified.

Once again, it is understood that these may be difficult and private situations. As much as possible, our goal is to maintain a safe work environment for all employees.

Tobacco Free Policy

Human Technologies is a tobacco free company. The use by any person at any time of any tobacco product, whether by smoking, chewing, vaping (e-cigarettes) or any other manner, is prohibited in or on any property owned, leased, operated or otherwise controlled by Human Technologies or its affiliates, to include: buildings, offices, grounds, parking lots, driveways, walkways, vehicles owned or leased by Human Technologies or

situated on any space owned, leased, operated or otherwise controlled by Human Technologies.

The use by any person of any tobacco product is prohibited at any activity sponsored or paid – in whole or in part – by Human Technologies or its affiliates within the area encompassing the activity, regardless of the location, ownership or lessee of the property or Human Technologies' relationship to this, with the exception of private residences.

The policy in its entirety can be found on Human Technologies' website by visiting <http://htcorp.net/employee-pages/>.

Safety Program

Safety Pledge: I promise to take care of myself and look out for my coworkers so no one gets hurt on the job.

Work Safely. Every Employee. Everyday. Everywhere

Human Technologies is committed to providing a safe work environment for all employees. Accidents, unsafe working conditions, and unsafe acts jeopardize both employees and company resources. Human Technologies realizes that its most valued assets are its employees, and their health and safety are of utmost importance.

Human Technologies shall follow operating practices that will safeguard employees, the public and company operations. To accomplish this, Human Technologies will have an active, progressive, and effective safety and loss prevention program designed to protect all employees from occupational injury and illness, and equipment from loss or damage. The Company will make every effort to prevent accidents and comply with all established safety and health laws and regulations.

The overall goal of the safety and loss prevention program is to prevent on-the-job injuries and illness. Therefore, safety will be an integral part of our business philosophy and company culture. There is an expectation that our employee will follow all safety rules and procedures, work safely every day and that employees are not only expected but required to attend all mandatory safety trainings as a condition of continued employment.

Should there be an accident or workplace illness, it is the responsibility of the employee to report the accident/illness to their supervisor immediately. Human Technologies prohibits retaliation against any individual who reports an accident or any individual who files a complaint with OSHA. Retaliation is a serious violation of this policy and will be subject to disciplinary action up to and including termination.

The policy in its entirety can be found on Human Technologies' website by visiting <http://htcorp.net/employee-pages/>.

CLASSIFICATION AND EMPLOYMENT INFORMATION

Employee

It is the intent of Human Technologies to clarify the definitions of employment classifications so that employees understand their employment status and related rights, responsibilities and privileges.

Each position is designated as either Exempt or Non-exempt based on the Fair Labor Standards Act and the New York State Labor Law. The classification for each position is indicated on each Job Description.

Exempt: Exempt employees do not receive over-time pay for hours worked over 40 hours per week as regulated by the Fair Labor Standards Act and the New York State Labor Law. Exempt employees include, but are not limited to, individuals in Executive, Administrative, Professional, Computer & Outside Sales positions. Exempt employees may be expected to attend meetings or conferences or perform other duties which are considered part of their employment responsibilities at times beyond usual working hours.

Non-exempt: Non-exempt employees receive over-time pay for hours worked over 40 hours per week as regulated by the Fair Labor Standards Act and the New York State Labor Law. Should the need arise; time worked above 40 hours in one work week will be paid at time-and-a-half. Those non-exempt employees working under a government service contract will be paid overtime in accordance with the government contract. Human Technologies' work week is outlined in the Pay Day and Pay Period Section of this Employee Handbook. Non-exempt employees are those positions that do not meet the criteria for Exempt under the Fair Labor Standards Act and the New York State Labor law, such as, but not limited to, production and administrative support positions.

In addition to the above classifications, each employee will be further classified as one of the following:

Full-Time: An employee who is regularly scheduled to work a minimum of 37.5 hours per week. Human Technologies' regular business hours of operation are 8 a.m. to 4 p.m. Monday through Friday; however certain positions may require regular or variable work schedules which may include evening and/or weekend hours.

Part-Time: An employee who is regularly scheduled to work less than full-time as described above.

- ⊙ Part-time employees who are regularly scheduled to work a **minimum of 30 hours** per week are eligible to enroll in medical insurance as described in the Insurance section of this Employee Handbook.
- ⊙ Part-time employees who are regularly scheduled to work a **minimum of 25 hours** per week and less than full-time, qualify for pro-rated benefits as described in the Time Off Benefits section of this Employee Handbook.
- ⊙ Part-time employees who are regularly scheduled to work **less than 25 hours** per week are eligible for Bereavement, Jury Duty and those benefits mandated by law as described in the Leaves of Absence section of this Employee Handbook.

Temporary: Individuals that are hired for a specific period of time not to exceed 3 months. Temporary positions that could exceed 3 months must be approved by the VP of HR and will be specified at time of hire. Benefits include those that are mandated by law such as Workers' Compensation, New York State Disability and Unemployment Insurance only. No other benefits are available for temporary employees unless stipulated by a government contract.

Seasonal: Individuals that are hired for a specific seasonal position. Employment is of a temporary nature that will expire following the completion of the specific seasonal work the individual is hired to do. Benefits include those that are mandated by law such as Workers' Compensation, New York State Disability and Unemployment Insurance. No other benefits are available for seasonal employees unless stipulated by a government contract.

On-Call: Individuals that are hired to be on-call on an as needed basis. Employee has no regular scheduled work hours. The On-Call employee does not work on a regular basis but rather works as needed to cover positions where the regularly scheduled employee is unable to work or during the period where the position is actively being recruited to fill.

Leadership Team (LT): Individuals that hold an exempt "Director" position. Members of the LT may be eligible for enhanced benefits as described in this employee handbook and/or HT policies.

Non-Employee

Independent Contractor: Individuals or organizations hired on a consulting or contracted service basis, for a set fee or rate. They are not employees of Human Technologies. An independent contractor may have an ongoing relationship with the Company, such as a consultant or may provide services on a temporary basis for a specific period of time. The services, duration, compensation, supervision and other relevant conditions are spelled out in a contract signed by the President/CEO or designee.

Introductory Period

All new employees will begin their employment with a 90-day introductory period. Throughout this time, each employee's performance is monitored and evaluated. At the end of the introductory period, a performance evaluation is written by the employee's immediate Supervisor and discussed with the employee.

Any employee changing positions within Human Technologies will automatically undergo a 90-day introductory period in the new position. If the employee is not suited to the new position, he/she may, at the employer's discretion, return to the position formerly held or to a similar one, if one is available. In this event, the employee will revert to his/her former salary or the salary of the "similar" position.

If an individual works at Human Technologies through a Temporary Agency and is subsequently hired as an employee of the Corporation, their 90-day introductory period will begin on the date hired into the full or part-time position.

Annual Performance Evaluations

Annually, each employee's performance is reviewed by their immediate Supervisor. The purpose of the evaluation is to assess job performance, identify strengths and discuss areas needing improvement. The performance evaluation allows the employee and their supervisor the opportunity to discuss the job and to jointly develop performance objectives for the coming year.

It is the shared responsibility of the employee and their immediate Supervisor to ensure the employee is competent, or moving to competency, in their position.

Job Descriptions

Each position within Human Technologies has a job description that states the duties and responsibilities of the position, job qualifications, classification, and reporting relationships. All employees will sign and receive a copy of their job description when employment begins and/or when changing their position. Any questions regarding the job description should be discussed with their immediate Supervisor. Human Technologies reserves the right to make changes to job descriptions at its discretion.

Promotions and Transfers

Human Technologies follows a policy of promotion from within and seeks to select the best qualified individuals to fill available positions. When a vacancy or new job that represents an opportunity for employees becomes available, Human Technologies may post the position, briefly outlining the opportunity available, experience and education required and location of the job. Employees wishing to be considered for the posted job

are invited to submit a Letter of Intent to the HR Department. A Letter of Intent can be requested through their Supervisor or the HR Department. Factors considered in evaluating an employee's eligibility for promotion/transfer include: performance in current position, ability to perform specific job requirements of the new position, and whether the employee meets the qualification requirements as listed in the job description. Employees applying for an internal promotion/transfer will be interviewed if employee meets the qualifications of the job description, with the understanding that the best qualified applicant will be selected.

Resignations

Human Technologies requests an employee to provide sufficient written notice of their intent to resign to their immediate Supervisor.

Sufficient notice shall be as follows:

- ⌚ Non-Exempt & Exempt Employees: 2 weeks' notice
- ⌚ Leadership Team: 4 weeks' notice

The notice period can be used as a time of transition and, therefore, the employee may or may not be granted Paid Time Off (PTO) during the notice period. In the event PTO has been approved prior to receipt of the resignation, the approval to take PTO may be revoked. All company property must be returned to Human Technologies prior to the last working day.

Drivers

All employees of Human Technologies who drive a company vehicle or use a personal vehicle while conducting business are required to be properly licensed and insured. An employee may be required to participate in defensive driver training. Employees will be required to sign Human Technologies' *Commitment to Safe Operation of a Motor Vehicle* and must provide a copy of their driver's license to the HR Department. Drivers' licenses will be checked and monitored on an on-going basis through a private vendor that checks State Department of Motor Vehicles (DMV) files to verify the employee's driving record. If driving is a requirement of the position, the results of the DMV check could impact eligibility of employment in accordance with Human Technologies' Liability/Automotive Insurance carrier.

Employees are required to notify the HR Department of any situation which impacts their ability to drive or to operate a motor vehicle safely. Employees' records will be reviewed in accordance with Human Technologies' Liability/Automotive Insurance carrier's driving criteria. An employee who no longer meets the criteria may be separated from employment with Human Technologies, if driving is required.

Mantoux/Tuberculosis (TB) Testing

Employees in certain positions are required to undergo two TB tests within their first 12 months of employment, in accordance with 14 NYCRR Section 633.14. This service will be provided at no cost to the employee. Should the employee fail to return for the reading of the test, an additional test will be required and the employee may be responsible for the additional cost. The employee may also have the testing conducted by their own health care provider, but must provide the test results to Human Technologies. Should the employee chose to use their own health care provider, all costs are the responsibility of the employee.

TB Testing will be deferred if an individual is pregnant; has tested positive in the past (documentation required) and/or has documented contraindication from a physician.

If an employee has had two TB tests within the last 12 months prior to employment with Human Technologies, written verification of TB testing will be required.

Should an employee have a positive TB test result, the employee will be required to obtain further medical testing. The cost of the further medical testing would be the responsibility of the employee. The employee would not be allowed to work until medical documentation is provided with a negative result.

ATTENDANCE, WORK HOURS AND PAY

Attendance and Punctuality

Punctuality and attendance are an important part of your employment, and you are expected to maintain a satisfactory attendance and punctuality record. An employee who is absent or late without permission is subject to disciplinary action up to, and including, termination.

Employees who are going to be late for work or absent from work for any reason must notify their supervisor no later than 15 minutes beyond their normal start time. Due to operational need, call in requirements may vary and will be provided to the employee. The employee is to notify his/her supervisor directly. Only in extreme circumstances should someone notify the supervisor on behalf of the employee and then the employee should contact the supervisor directly as soon as possible. If an employee's immediate supervisor is unavailable, the next level supervisor must be notified. Notifying a fellow employee does not constitute a notification to their supervisor. If an employee leaves the worksite without permission or notification to their supervisor, or is absent for two (2) consecutive scheduled work days without a call to a supervisor (No call, No show), Human Technologies will consider such action as a voluntary separation of their employment. Tardiness without a call to their supervisor is considered a No call, No show.

Unscheduled absence: An employee who is absent due to an unscheduled event such as illness, injury, or family emergency may be required to provide documentation supporting the event. An employee who is absent for 3 or more consecutive scheduled work days due to injury or illness, will be required to provide a medical release to the HR Department upon return to work.

Break Periods

Two fifteen (15) minute break periods are provided for all full-time employees. One fifteen (15) minute break is scheduled within the first half of their shift and one within the second half of their shift. Supervisors will coordinate break times so as to not impair the functioning of a particular operation. Break periods are paid time and, therefore, employees are not allowed to leave the worksite.

Meal Periods

An employee who works a shift of six or more hours, is required to take thirty (30) minutes for an unpaid meal period. If the work time extends over the noonday meal period (11:00a.m. to 2:00p.m.), the meal period must be taken between 11:00a.m. and 2:00p.m. Supervisors will coordinate meal period times so as to not impair the

functioning of a particular operation. Employees are expected to report back to work promptly.

Overtime Pay

Certain circumstances of emergencies, temporary conditions or recurring peak workloads may require employees to work longer than the normal work week. If and when work is authorized in excess of 40 hours for a given week, non-exempt employees will be paid overtime. All overtime must be approved by a Supervisor and authorized by the Manager prior to the overtime.

Consistent with Department of Labor regulations, if an employee is required to work in excess of forty (40) hours in one week, they will be paid one and one half (1½) times the actual hourly rate for all time worked in excess of the forty (40) hours. Working hours do not include hours paid but not worked, for example: holidays, bereavement, jury duty, or Paid Time Off (PTO). If an employee is required to work on a company paid holiday, they will be paid double time for that day. Scheduled holidays and overtime pay may vary in different operations due to specific contract requirements.

An employee who works on government service contracts will be paid overtime according to the contract requirements. For example, some contracts require overtime paid on time worked over eight (8) hours in a day.

Pay Day and Pay Period

The payroll period is Sunday 12:01 am through Saturday 12:00 midnight. Employees are paid bi-weekly on the Friday following the end of the most recent pay period. To protect the employee, no payroll check will be given to anyone except the employee whose name appears on the check. An exception to this will be made when an employee gives a written authorization to the Finance Department allowing another person to receive their pay check. The signature on the authorization will be verified by the HR Department for authenticity.

If an employee loses their pay check or has questions regarding their pay check, the employee must immediately notify their Supervisor who will notify the Finance Department.

Payroll Deductions

Deductions from payroll will be withheld as required or allowed by Federal and/or State law. Deductions for the benefit of the employee must be authorized by the employee in accordance with NYS Labor Law. All deductions are listed on the pay check stub. If an employee has questions regarding deductions, the employee should notify their Supervisor who will notify the Finance Department, if necessary.

Time Sheets

Each employee is responsible for completing their timesheet/timecard whichever is applicable. The employee is the only person authorized to complete their timesheet/timecard, with the exception of their supervisor. For employees without access to a Human Technologies' computer or time clock, the Supervisor will provide the employee with a timesheet/timecard, the employee must complete and sign it, and the supervisor will submit it to payroll on a weekly basis. Employees who have access to a Human Technologies' computer will be responsible for maintaining their own timesheet/timecard on their computer.

The timesheet/timecard is the principal document used in generating an individual's paycheck. The timesheet/timecard should reflect actual hours worked in a given day. Anyone falsifying their timesheet/timecard or violating this policy will be subject to disciplinary action up to, and including, termination of employment.

TIME OFF BENEFITS

Eligible employees are granted benefits which authorize time away from work. Human Technologies offers the following policies and guidelines for short term and extended term absences from work. It is the responsibility of each employee to know and understand the details of all leave policies. Please direct all questions to the HR Department.

The Company provides the following time off benefits:

- ⊖ Holiday Time
- ⊖ Paid Time Off (PTO)
- ⊖ Bereavement
- ⊖ Family and Medical Leave Act (FMLA)
- ⊖ Paid Family Leave (New York State Workers Only)
- ⊖ Return to Work
- ⊖ Jury Duty
- ⊖ Election Law (New York State Only)
- ⊖ Military Leave
- ⊖ Volunteer First Responders Leave (New York State Only)

Holiday Time

Human Technologies observes and compensates eligible employees for the following holidays:

- | | |
|-------------------------------------|--------------------------|
| ⊖ New Year's Day | ⊖ Columbus Day |
| ⊖ Martin Luther King Jr.'s Birthday | ⊖ Veterans Day |
| ⊖ Presidents' Day | ⊖ Thanksgiving Day |
| ⊖ Memorial Day | ⊖ Day after Thanksgiving |
| ⊖ Independence Day | ⊖ Christmas Day |
| ⊖ Labor Day | |

Employees will receive holiday pay if the holiday falls on their regularly scheduled workday equal to their regularly scheduled hours. Any exception(s) for full time employees working less than five days per week must be approved by the VP of HR.

When one of the above holidays falls on a Saturday, it will be observed on the Friday prior to the holiday. Holidays falling on a Sunday will be observed on the following Monday. This only applies to employees that are not scheduled to work on weekends. Employees scheduled to work on the actual holiday, will observe the holiday and receive holiday pay on the actual holiday. Full time employees not scheduled to work on a holiday or the observed holiday as above, will receive holiday pay for the holiday plus all hours worked in the week. (For example: The employee is regularly scheduled to

work Tuesday – Saturday, the holiday falls on a Sunday, then the employee is paid holiday pay for the holiday plus all hours worked Tuesday – Saturday.) Employees must work their last full scheduled work shift prior to and the next full scheduled work shift after the holiday, in order to receive holiday pay. The exception to this is if an employee works on a government service contract in which the employee will be paid in accordance with the contract. Approved Paid Time Off and approved absences are considered workdays for determining eligibility for holiday pay.

Employees that work on a contract where the contract observes a different holiday schedule than Human Technologies, will be paid holiday pay according to Human Technologies' holiday schedule. If the employee does not work on a day where the contract is observing a holiday and services are not required, PTO will be used, if available.

Due to contractual requirements and/or workload there may be a time when an employee is required to work on their scheduled paid holiday. Non-exempt employees required to work on one of their paid holidays, will be eligible for premium pay, i.e., time worked plus holiday time. Employees working on a Government Service Contract will receive holiday pay in accordance with the contract. Employees should see their supervisor for specific information about the holiday pay for their contract.

Part time employees scheduled to work less than 25 hours per week are not eligible for paid holiday time. The exception to this is if an employee works on a government service contract in which the employee will be paid in accordance with the contract.

Paid Time OFF Policy (PTO)

Human Technologies grants Paid Time Off (PTO) on an accrual basis. Full time employees and part time employees regularly scheduled to work a minimum of 25 hours per week are eligible for PTO. PTO is intended to cover absences from work for reasons such as but not limited to, vacation, personal reasons, religious observations, and/or illness or injury

Full-time exempt and non-exempt employees will accrue PTO at their full rate of pay according to length of service and hours regularly scheduled per week as follows (There will be no accrual of PTO when out on an approved, unpaid leave such as FMLA, Paid Family Leave, Disability, Workers' Compensation.):

All full time eligible employees except Government service contract direct labor employees:

Length of Service	PTO	Accrual Rate per pay period		
		37.5	38.75	40
Date of hire - 12 months (0 - 1 year)	2 weeks 1 day	3.17	3.28	3.38
13 - 36 months (1 - 3 years)	2 weeks 4 days	4.04	4.17	4.31
37 - 72 months (3 - 6 years)	3 weeks 4 days	5.48	5.66	5.85
73 - 179 months (6 - 15 years)	4 weeks 4 days	6.92	7.15	7.38
180 and more (15+ years)	6 weeks	8.65	8.94	9.23

The accrual rate is calculated according to the following formula:

$$\frac{\text{Number of hours regularly scheduled per week} \times \text{number of PTO weeks}}{26 \text{ pay periods}}$$

Part-time eligible employees except Government service contract direct labor employees, who work a minimum of 25 hours per week will accrue PTO at their full rate of pay for the number of hours regularly scheduled to work per week according to the following schedule:

Length of Service	PTO
Date of hire - 36 months (0 - 3 year)	2 weeks
37 - 72 months (3 - 6 years)	3 weeks
73 - 179 months (6 - 15 years)	4 weeks
180 or more (15+ years)	5 weeks

*Defined as number of hours worked in a regular week. The accrual rate will be calculated according to the following formula:

$$\frac{\text{Number of hours regularly scheduled per week} \times \text{number of PTO weeks}}{26 \text{ pay periods}}$$

Government service contract direct labor employees accrue PTO at the accrual rates below. These rates are a combination of the Prevailing Wage Sheet (state) and Wage Determination Rate (federal), always using the rate that is the higher of the two:

Length of Service	PTO	Accrual Rate per pay period	
		37.5	40
Date of hire - 23 months (0 - 2 years)	2 weeks	2.88	3.08
24 - 35 months (2 - 3 years)	3 weeks	4.33	4.62
36 - 47 months (3 - 4 years)	3 weeks 1 day	4.62	4.92
48 - 59 months (4 - 5 years)	3 weeks 2 days	4.90	5.23
60 - 71 months (5 - 6 years)	3 weeks 3 days	5.19	5.54
72 - 83 months (6 - 7 years)	3 weeks 4 days	5.48	5.85
84 - 299 months (7 - 25 years)	4 weeks	5.77	6.15
300 or more months (25+ years)	5 weeks	7.21	7.69

Government service contract employees who work less than 37.5 hours per week will accrue PTO at their full rate of pay for the number of hours worked in their regularly scheduled week using the accrual formula below:

$$\frac{\text{Number of hours regularly scheduled per week} \times \text{number of PTO weeks}}{26 \text{ pay periods}}$$

PTO Carryover:

Eligible employees can carryover up to 1 scheduled work week of PTO per year. Members of Leadership Team can carryover up to 2 scheduled work weeks of PTO per year.

On December 31 of each year, employees may have no more than one week’s worth of PTO, (two weeks for Leadership Team), in their accrual bank and will lose any hours above this amount. It is the responsibility of the employee to ensure that they do not lose PTO. PTO will automatically carryover at the end of December.

There is no carryover benefit for the following positions working in Environmental Services: Area Supervisor, Project Supervisor, Lead Janitor, and Janitor. These positions will receive a buy back of their PTO up to 1 scheduled work week of PTO.

Resignation/Termination/Separation of Employment:

At separation of employment, employees will be paid for accrued PTO up to the separation date, at the employee’s current rate of pay. Exception: Any employee who does not complete their 3 month Introductory Period will not be paid for accrued PTO. Employees will receive payout of their accrued PTO based on Human Technologies’ payroll schedule.

Authorization:

Eligible employees begin accruing PTO upon hire. If the eligible employee is hired in the middle of a pay period, PTO accrual will be prorated accordingly. Eligible employees may request and use PTO following 3 months of employment.

When an employee is aware of their need for time off, a request for PTO is submitted to their immediate supervisor as soon as possible. The supervisor will approve or deny the request based on operational needs. Therefore, no guarantee is made that the requested time off will be approved as requested. An employee may request PTO up to their total accrued amount available. Employees cannot have a negative PTO balance. It is the employee's responsibility to keep track of their PTO balance as it appears on their paystub. It is the supervisor's responsibility to monitor PTO usage to ensure there is no negative PTO balance for an employee.

Employees may only request PTO for their regularly scheduled work days/shifts. If a company paid holiday falls during a week of requested PTO, the employee can only request PTO for regularly scheduled work days other than the holiday. Employees will be required to use PTO, if available, when hours worked in a week are less than their regular scheduled work week.

In the event an employee does not have PTO to cover their requested time away from work, the supervisor will approve or deny the request for unpaid time off based on operational needs. Exempt employees may request unpaid time off in full day increments only. If an exempt employee is granted unpaid time off, the exempt employee is expected to do no work whatsoever during the unpaid time off.

Members of the Leadership Team will accrue 20 days of PTO for the first 6 years (0 - 72 months), thereafter will follow the PTO schedule for full time eligible employees.

Employees who have the position and responsibilities of Officer will receive 24 days of PTO for years 1-5 and 30 days for years thereafter.

LEAVES OF ABSENCE

Bereavement

You can never be fully compensated for the loss of an immediate family member. In the event of such an occurrence, it is the intent of the Corporation to protect employees from loss of earnings while making necessary arrangements and attending the funeral. Eligible full and part time employees can be absent without loss of pay for a period of **up to three (3) days** for a death of an immediate family member, i.e., spouse, partner, child, parent, brother, sister, grandparent, in-laws of the same, grandchild.

Employees must notify their Supervisor of their loss and provide a copy of the obituary, or other supporting document. The supervisor will notify the HR Department as soon as possible and ensure leave is documented appropriately on the employee's timesheet.

There is no waiting period for this benefit.

Family and Medical Leave Act (FMLA)

The Corporation complies with Family and Medical Leave Act of 1993, as amended. In doing so, an employee may be eligible for up to twelve (12) weeks of unpaid leave during any twelve-month period. To be eligible for FMLA leave, an employee must have been employed with Human Technologies for at least twelve consecutive months and have worked at least 1,250 hours during the immediate twelve month period preceding the commencement of the requested leave.

The following are examples of circumstances that are considerable under FMLA.

- ⌚ To care for the employee's newborn child.
- ⌚ To accommodate the employee's adoption of a child or placement of a child with the employee for foster care.
- ⌚ To care for employee's spouse, child or parent if such individual has a serious health condition.
- ⌚ To accommodate the employee's serious health condition that prevents the employee from performing the duties of his/her job.
- ⌚ To care for a covered service member with a serious injury or illness.

In addition, FMLA also provides certain military family leave benefits. Eligible employees may take FMLA leave for specified reasons related to certain military deployments. Additionally, eligible employees may be eligible to take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Employees must comply with Human Technologies' usual and customary requirements for requesting leave and provide enough information for Human Technologies to reasonably determine whether the FMLA may apply to the leave request. Employees are expected to request leave 30 days in advance when the need for leave is foreseeable or as soon as possible. Human Technologies reserves the right to request medical certification.

Employees granted FMLA leave are required to use PTO, if available, unless the employee is out under Paid Family Leave (PFL). If the employee is out on Workers Compensation, the employee is required to take PTO for the first seven (7) calendar days only, if available. Employees on Intermittent FMLA will continue to accrue PTO. Employees out on continuous FMLA will not accrue PTO.

Human Technologies will maintain its portion of the employee's health insurance premium during FMLA leave. Employees are required to continue paying their portion of their health insurance premiums while out on leave. Payments are due the first of each month. Failure to do so will result in termination of health insurance.

Upon return from FMLA, employees will be reinstated in their original or equivalent position with equivalent pay and benefits.

For further details, please refer to the Family and Medical Leave Act Policy at <http://htcorp.net/employee-pages/> or contact the HR Department.

Paid Family Leave (PFL) (New York State Workers Only)

Paid Family Leave (PFL), effective January 1, 2018, provides compensation, benefits and job-protected leave in any 52-week period and is available for eligible employees who work in New York State. Employees with a regular work schedule of 20 or more hours per week become eligible after 26 consecutive weeks of employment and employees with a regular work schedule of less than 20 hours per week become eligible after 175 days worked.

The benefit is anticipated to be implemented as follows:

Year	Max Weeks of Leave	Max % of Employee's Average Weekly Wage	Up to Max % of NYS's Average Weekly Wage
2018	8 Weeks	50%	50%
2019	10 Weeks	55%	55%
2020	10 Weeks	60%	60%
2021	12 Weeks	67%	67%

PFL coverage is funded by the employee through payroll deductions. The deduction begins upon hire and leave is available as outlined above. The deduction is based on a

percent of base pay, not to exceed \$1.65 per week. In limited circumstances, an employee whose regular work schedule is temporary, seasonal or whose number of worked days will not reach 175 worked days in a 12 month period may opt out of PFL. In those limited circumstances only, employees who complete a waiver will not contribute to PFL through payroll deductions and will not be eligible to take PFL. If the employee's schedule changes and will be expected to qualify for PFL, the waiver is automatically revoked and the employee is responsible for paying any required PFL contributions from the first day of employment.

Employees may be eligible for time away from their jobs in full day increments. The following are examples of circumstances that are considerable under PFL:

- ⌚ To participate in providing care, including physical or psychological care for a family member (spouse, domestic partner, child, parent, parent-in-law, grandparent, or grandchild) of the employee made necessary by a serious health condition of the family member,
- ⌚ To bond with the employee's child during the first 12 months after the child's birth; during the first 12 months after the placement of the child for adoption or foster care; or before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.
- ⌚ Due to any qualifying exigency (as set forth in the FMLA) arising out of active duty or an impending call or order to active duty in the Armed Forces of the United States for the spouse, domestic partner, child or parent of the employee.

When practical, employees should provide 30 days advance notice of their intention to use PFL. In providing notice of the intention to use PFL, the employee must provide information sufficient to make HR aware of the qualifying event and the anticipated timing and duration of the leave, including identifying the type of PFL as listed above. When filing a claim for PFL the employee must submit supporting documentation, which may include medical documentation or military orders, depending on the nature of the requested PFL. Human Technologies reserves the right to request these documents, as permitted by law. Human Technologies' insurance carrier receives and processes the employee's claim for PFL and makes the determination as to whether the claim is granted or denied. Failure to provide timely notice or requested documents may result in leave being delayed or denied.

An employee who is eligible for both NYS short-term disability benefits and PFL benefits during the same period of 52 consecutive calendar weeks may not receive more than 26 total weeks of combined NYS short-term disability benefits and PFL benefits during that period of time. NYS short-term disability and PFL cannot be taken concurrently. Employees may not use PFL during periods of time when the employee is receiving workers' compensation benefits.

When an employee simultaneously qualifies for both PFL and leave pursuant to the FMLA or any other statutorily required leave of absence, the employee's PFL and FMLA leave or other statutorily required leave run concurrently and the leave time taken will count against the employees leave entitlement under both laws, even if the employee fails to file a PFL claim and does not collect PFL benefits. If leave under the FMLA is taken in partial day increments, and the leave would otherwise qualify as PFL, the time will be tracked and counted toward the employee's PFL entitlement when the time accumulates to a full day.

Human Technologies will maintain its portion of the employee's health insurance premium during PFL. Employees are required to continue paying their portion of their health insurance premiums while out on leave. Payments are due the first of each month. Failure to do so will result in termination of health insurance.

Employees will be reinstated in their original or equivalent position with equivalent pay and benefits.

Claim process:

1. Employee notifies Human Technologies 30 days prior to leave, when practical.
2. Employee fills out a claim form; available from HR, the PFL insurance carrier, on the PFL website (ny.gov/paidfamilyleave) or on Human Technologies' website.
3. Employee obtains supporting documentation for leave (i.e., birth certificate, medical documentation for family member, military deployment certification, etc.).
4. Employee provides HR with the claim form for completion of Part B. HR will return the form to the employee within three business days.
5. Employee submits completed claim form and supporting documentation to the insurance carrier within 30 days of his/her first day of leave.

The insurance carrier must process the claim and issue a determination and/or payment within 18 days of receipt of the completed claim. The employee will receive a separate W-2 directly from the insurance carrier for any earnings received through the PFL carrier.

If the claim is denied by the insurance carrier, the employee will be required to use PTO to cover the absence, if available, and the absence will be considered an unexcused absence.

Eligibility for PFL does not necessarily mean an employee is eligible for leave under FMLA.

Return to Work

An employee who is unable to work, due to a work or non-work related illness or injury, may be required to apply for the appropriate benefits as defined below:

Work related Workers' Compensation
 Family and Medical Leave Act

Non-work related State Disability Insurance
 Family and Medical Leave Act

In the event an employee is unable to return to work within the twelve week period, there may be a separation of employment. Should the employee have a scheduled doctor appointment on or about the twelve week period, Human Technologies may postpone the separation pending a reasonable return to work date following the appointment. Employees are also reminded that they have the ability to request a reasonable accommodation of further leave of absence for a personal disability under the Americans with Disabilities Act and applicable state law.

When the separated employee is released to return to work from a work related or non-work related illness or injury, reapplies and is rehired within one year of separation of employment, the employee will be granted benefits associated with the new position at the tenure level the employee was at prior to separation. Benefits will be reinstated based on the waiting periods as outlined in this employee handbook.

Employees not eligible for FMLA protection and unable to return to work will be addressed according to the *Employee Taken Out of Work for Medical Reasons* procedure. Please see the HR Department for details.

Jury Duty

Human Technologies provides Jury Duty pay for eligible full and part time employees who are called to serve as a juror as a part of their civic duty as per state law. The Corporation may grant **up to ten (10) days** off within a twelve (12) month period, with pay and without penalty or loss of benefits, for eligible employees to serve as a juror. The employee will be required to use PTO for days in excess of ten days per year. If the employee does not have PTO available, days in excess of ten per year will be unpaid. Employees working in Virginia are not required to take PTO for days serving beyond 10 days.

Employees called to serve jury duty are required to give a copy of the jury summons to the HR Department. Upon return to work, employees are required to provide documentation of the time served on jury duty to the HR Department. Supervisor will ensure leave is documented appropriately on the employee's timesheet.

Part-time employees who are required to serve will be paid for those days that fall on their regularly scheduled work days.

Employees regularly scheduled to work outside Human Technologies' normal business hours (8:00 a.m. – 4:00 p.m.) may be required to report to work as scheduled in lieu of paid jury duty. If the supervisor requires an employee to work, it must be pre-approved by the Vice President of HR.

There is no waiting period for this benefit.

Election Law (New York State Only)

New York State Law (NYSEL 3-110) states that:

- ⦿ If you do not have sufficient time outside your working hours to vote, you may take off up to 2 hours at the beginning or end of your shift, with pay, to allow you time to vote.
- ⦿ Sufficient time is defined as: Four consecutive hours either between the opening of the polls and the beginning of your working shift or between the end of your working shift and the closing of the polls.
- ⦿ You must notify your employer no more than 10 or not less than 2 days before the day of the election that you will take that time.

Military Leave

Human Technologies provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the Company's military leave policy should be directed to the HR Department.

Employees should notify their managers as soon as they become aware of a military service obligation.

Volunteer First Responders Leave (New York State Only)

Human Technologies provides eligible volunteer emergency responders a leave of absence during a federal or NY State declared emergency in compliance with NYS Labor Law Article 7, 202-L. Volunteer emergency responders include volunteer firefighters and volunteer ambulance service personnel. Questions regarding the Company's procedure for accessing this leave should be directed to HR.

INSURANCE

Human Technologies offers a wide variety of insurance benefits to eligible employees. Below is a brief description on each benefit. For specific details, please see the Summary Plan Description for each benefit or contact the HR Department.

It is the employee's responsibility to notify the HR Department of any changes that would impact your benefits such as but not limited to, contact information, change in beneficiary, adding or removing dependents.

Under Section 125 of the Internal Revenue Code (IRS 125), employees are allowed to pay certain qualified expenses (such as health insurance premiums) on a pre-tax basis, thereby reducing their total taxable income and increasing their spendable/take-home income.

Dental Insurance

Human Technologies offers a comprehensive dental insurance policy for its full-time employees and their eligible dependents effective the first of the month following 90 consecutive days of employment. Human Technologies contributes a portion of the premium for all employees enrolled in the plan.

The Employee portion of the premium is paid through payroll deduction. The portion of the premium paid by the employee will be treated under Human Technologies' IRS 125 plan, allowing the payment to be made with pre-tax dollars.

Disability Insurance

Human Technologies offers the following insurance coverage which can be used when unable to work due to non-work related illness or injury.

Long Term

Human Technologies provides for its full-time Leadership Team, and pays the total premium of, a long term disability insurance. Employees are eligible first day of employment in a Leadership Team position. Benefit is 60% of total monthly earnings not to exceed \$5,000 per month with an elimination period of 180 days.

State Short Term

Human Technologies contributes to the premium for a short-term disability income benefit. A portion of the premium is funded by the employee, not to exceed \$0.60 per week and paid through payroll deductions. The law states that benefits are payable starting the 8th consecutive day of a non-work related disability, (accident or illness). The benefit may continue for up to 26 weeks per period of disability.

Human Technologies contracts with an insurance company to administer its short-term disability. Benefits are paid directly to the employee from the insurance company. The employee will receive a separate W-2 directly from the insurance company for any earnings received through the disability carrier.

Claims are processed by the insurance carrier and determines whether the claim is granted or denied.

Supplemental Short Term

Human Technologies provides an optional, supplemental disability insurance benefit to eligible employees to help ease the financial burden to employees who experience a non-work related disability (accident or illness) and are unable to perform their job due to disability or illness. The premium is paid by the employee through payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment.

Flexible Spending Account (FSA)

Eligible employees may have pre-tax contributions deducted from their paychecks to be used to pay for out-of-pocket dependent care, medical, dental and vision expenses, including prescriptions, and some over the counter medications. These contributions are not subject to federal, state, or Social Security taxes and are not reported as taxable income on the W-2 form. This results in an increased spendable/take-home income.

Eligibility for participation is the first of the month following 60 consecutive days of employment.

Life Insurance

Group Life/Accidental Death and Dismemberment

Human Technologies provides for its full-time employees, and pays the total premium of, a group life insurance policy to help cushion financial shock to the family in the event of an employee's death. Employees are eligible the first of the month following 90 consecutive days of employment.

The amount of insurance is one and one half times (1 ½) the employee's annual rate of base earnings, rounded to the next higher multiple of \$1,000. This policy also includes Accidental Death and Dismemberment provisions. In the event of an accidental death or dismemberment, the policy has provisions to pay an additional one and one half times (1 ½) the employee's annual rate of base earnings.

The Age Reduction Rule applies effective the first of the month following the employee's birthday month at age 65: 65% of original amount; at age 70: 40% of original amount.

Supplemental

Human Technologies provides an optional, supplemental life insurance to eligible full time employees and their eligible dependents to help cushion financial shock to the family in the event of a death. The premium is paid by the employee through payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment.

Medical Insurance

Human Technologies offers full and part-time employees who are regularly scheduled to work a minimum of 30 hours per week and their eligible dependents the choice to enroll in medical insurance effective the first of the month following 60 consecutive days of employment. Human Technologies contributes a portion of the premium for each employee.

The employee portion of the premium is paid through payroll deduction. The portion of the premium paid by the employee will be treated under Human Technologies' IRS 125 plan, allowing the payment to be made with pre-tax dollars.

Specified Disease Insurance

Human Technologies provides an optional, specified disease insurance benefit to eligible employees to help ease the financial burden to employees who experience a covered critical illness. The premium is paid by the employee through payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment.

Unemployment Insurance

Human Technologies pays the full cost for unemployment insurance benefits on behalf of the employee in the event an employee becomes unemployed and is eligible for this benefit as defined by the state's Department of Labor Law.

Eligibility and the level of benefits are determined by the Department of Labor. Due to the number of Human Technologies' employees working in Virginia and Delaware, unemployment benefits are not available in these states.

Vision Insurance

Human Technologies offers a comprehensive vision insurance policy for its full-time employees and their eligible dependents. The premium is paid by the employee through payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment.

Workers' Compensation Insurance

Employees are covered by Workers' Compensation Insurance if they incur an injury or illness through the course of work. This insurance is provided and paid for by Human Technologies to cover related medical expenses and lost wages, when applicable. Exact benefits are determined by the Workers' Compensation Board.

Employees must always report any injury or work related illness to their supervisor immediately, no matter how minor it may be. The supervisor, with the assistance of the injured employee, will complete an *Accident-Incident Investigation Form* describing details of the injury. The employee must sign the form, ensuring its accuracy. Human Technologies may assist in deciding whether to provide first aid or get medical help or treatment.

Any bills incurred due to this injury must be submitted directly to the HR Department. **Employees should not use personal medical insurance while engaging medical treatment for a work related injury.**

OTHER BENEFITS

COBRA

Employees and their covered dependents may be eligible for the provisions of COBRA (Consolidated Omnibus Budgeted Reconciliation Act of 1985) and may elect to continue medical and dental insurance and other applicable benefits at their own expense for a period of time after leaving Human Technologies or when there is an applicable change in employment status. COBRA also applies to covered dependents that no longer qualify for insurance coverage due to age limitations.

Employee Assistance Program (EAP)

Human Technologies provides access to an Employee Assistance Program (EAP) to all employees and covered family members. The EAP provides counseling and other services available through an EAP at no charge to the employee. This benefit is intended to assist employees and their families confidentially with a range of problems that can impact you or your family member's ability to cope effectively at home or at work.

Retirement Plans

Human Technologies provides a retirement plan for all employees. Employees can invest in their retirement through contributing pre-tax dollars through payroll deductions. Employees are eligible to participate on the first pay period of the quarter following their date of hire. For example, if hired on August 3rd, an employee can begin contributing to their retirement the first pay date in the following October.

Human Technologies will make matching contributions to eligible employee's retirement plan according to the provisions of the plan.

Retirement plans are intended for long term investing and, therefore, there are no loan provisions with this plan. Withdrawal of funds due to a hardship as defined by the plan must be approved in accordance with definitions outlined by the Internal Revenue Service (IRS). Withdrawal of funds are subject to taxes and or penalties.

Tuition Reimbursement

Human Technologies is committed to continuous learning and professional advancement that enhances the skill development of its employees. To encourage this, Human Technologies has established a Tuition Reimbursement Program for its full-time

employees. Employees are eligible to apply following one (1) year of continuous employment at Human Technologies.

The focus of the Tuition Reimbursement Program is to help employees build relevant work skills within their current position. Employees can request reimbursement if they are taking a course from an accredited institution. Courses must be job related or part of a degree program that is job related.

For further details, please refer to the Tuition Reimbursement Policy at <http://htcorp.net/employee-pages/> or contact the HR Department.

IMPORTANT ADDITIONAL INFORMATION

Bulletin Boards

Bulletin boards are located at most office sites for the purpose of posting regulatory notices and internal corporate communications. All legally required notices regarding state and federal laws can be found on these bulletin boards along with job postings. These same postings can be found on the company website (<http://htcorp.net/employee-pages/>). If questions arise regarding any of these notices or communications, please see your Supervisor, and if necessary, contact the HR Department.

Notices or postings, other than those noted above, may not be displayed on these bulletin boards or posted in any other fashion without the written approval of the HR Department.

Business Continuity Plan

Human Technologies has created a Business Continuity Plan (emergency management response plan) as a "call for action" guide to be followed in the event of an emergency. The Plan covers emergency contact information; site evacuation plans; communication call list; communications and information control and includes an emergency evacuation kit.

The Emergency Management Response Plan plus an Emergency Evacuation Kit is maintained at each Human Technologies building site in the reception area. Employees are encouraged to locate the plan and evacuation kit and become familiar with the plan in preparation for an emergency.

Corporate Closure

There may be situations that necessitate closing or shutting down operations. Some of the situations, but certainly not all, that may necessitate closure are weather conditions, water main break, electrical failure or heating system failure. Should the company determine that it is necessary to close/shut down, it impacts the organization differently within each Line of Business. There may be operations that are required to operate while others are closed. Please check with your supervisor for the closure procedure for your worksite.

For further details, please refer to the *Corporate Closure Policy* at <http://htcorp.net/employee-pages/> or contact the HR Department.

Corporate Letterhead and Logos

External corporate letterhead is available for all external official company business. Internal letterhead is also available and is to be used throughout all of Human Technologies for any official document and inter-office communication.

Letterhead stationary may not be used for any personal reason or self-interest professional matters.

The logo for Human Technologies has specific design characteristics and is not to be modified or changed.

Disciplinary Procedures

Human Technologies strives to hire the best qualified and conscientious people, but despite that, problems do arise from time to time with employee behavior. When such problems do occur, Human Technologies will initiate disciplinary procedures in an attempt to change the behavior and encourage the employee to comply with Human Technologies' rules, policies and procedures.

Should an employee violate a Human Technologies' policy or should performance issues arise, the supervisor must consult with a member of the HR Team prior to implementing the disciplinary action. Disciplinary actions may include verbal counseling, verbal disciplinary action, written disciplinary action, suspension with or without pay, and termination of employment. The nature and extent of the misconduct will dictate the action taken. Human Technologies reserves the right to determine the appropriateness of the disciplinary action based on the nature and the extent of the behavior.

For further details, please refer to the Disciplinary Action Policy at <http://htcorp.net/employee-pages/> or contact the HR Department.

Dress Code

All employees are expected to dress with reasonable taste, reasonable judgment, and safety in mind and appropriate to the situation, location, and job. Each individual is responsible to check with their supervisor for specific departmental standards such as, but not limited to, uniforms and safety requirements.

Employee Referrals

Human Technologies accepts and encourages employee referrals from its current employees. As an incentive, employees will receive a monetary award for referring a candidate who is hired. Employees, who continue to be employed by Human Technologies throughout the duration of the referred candidate's employment, shall

receive a monetary award when the referred candidate is hired and successfully completes the 90 day introductory period and an additional monetary award when the candidate successfully completes six consecutive months of employment.

Employees referring a candidate must complete a *Job Applicant Referral Form* and submit it to the HR Department **prior to** the hiring decision. It is the responsibility of the referring employee to obtain the Job Applicant Referral Form from their supervisor or the HR Department.

The selection of employees is based on the candidate's qualifications for the job.

Employees involved in the hiring decision are exempt from this benefit.

Gifts and Gratuities

Employees shall not accept gifts or gratuities as a direct result of their services or while carrying out their respective jobs for which they are being paid by Human Technologies. Gifts of nominal value received and shared openly with other employees are exempt. Examples of gifts of nominal value include candies, cookies, or fruit baskets.

Grievance Procedure

If and when an employee feels they are being treated unfairly, we would expect the situation to be amicably resolved by the employee and their supervisor. In cases where resolution cannot be attained, the employee is encouraged to seek resolution through the grievance procedure.

- ⌚ Within three working days of the incident, the aggrieved employee will present a written grievance to their immediate supervisor.
- ⌚ Within three working days of receiving the written grievance from the employee, the supervisor and employee will meet to attempt to arrive at a resolution, and the supervisor will provide the employee with the details and results of their meeting, in writing.
- ⌚ If a resolution cannot be reached at this level, the employee must inform their supervisor, in writing, within 1 working day, that they desire to seek a resolution at the next level in their chain of command.
- ⌚ It is the employee's responsibility to make arrangements to meet with the next level in their chain of command, within 2 working days from previous step. The employee will provide their written grievance and their supervisor's written response in advance of the meeting. The supervisor and employee will meet to attempt to arrive at a resolution; and the supervisor will provide the employee with the details and results of their meeting, in writing, within three working days.

- ⌚ If a resolution cannot be reached at this level, the above steps should be followed for each level in the employee's chain of command. In the event that a resolution cannot be reached at the highest level in the chain of command, it is the employee's responsibility to make arrangements to meet with the President/CEO, within 2 working days of receipt of the highest level in the chain of command's written details and results of their meeting.
- ⌚ Within five working days of their meeting, the President/CEO will notify the employee of the decision rendered. The decision rendered by the President/CEO will be final and communicated in writing to the employee.

The employee, or a member of the management team, may request the VP of HR, or HR' Designee, to sit-in on any or all meetings.

Information Technology

Human Technologies provides various electronic equipment and access to Information Technologies (IT) on the principle that the electronic information environment is provided to support company business and its' mission. Uses that threaten the integrity of the system are prohibited and are addressed in the IT policies.

Human Technologies has several IT policies that include specific guidance to the expectations of its use. Each employee will receive and be asked to acknowledge receipt and understanding of the specific IT policies relevant to their position. By using Human Technologies electronic information systems, you assume personal responsibility for their appropriate use and agree to read and comply with Human Technologies' IT policies.

All Human Technologies' network resources are owned solely by and are the property of *Human Technologies*. *This includes, but is not limited to, email messages, stored files, and network and internet transmissions. Therefore, employees should have no reasonable expectation of privacy as to the items contained in such property.*

For further details, please refer to the IT Policies at <http://htcorp.net/employee-pages/> or contact the HR Department.

News Media Contacts

To ensure accuracy & consistency in how Human Technologies interacts with the media, all inquiries by the news media should be referred to the Assistant to the President/CEO. Employees may not respond to the media on behalf of Human Technologies without prior approval of the President/CEO. All information released to the media must have the approval of the President/CEO.

For further details, please refer to the News and Media Policy at <http://htcorp.net/employee-pages/> or contact the HR Department.

Outside Employment

An employee who holds employment outside of Human Technologies should notify their supervisor. The purpose of this notification is to ensure it does not interfere with their job performance at Human Technologies, does not represent a conflict of interest, and does not place the employee in a position to compete with Human Technologies. The supervisor must notify HR of the outside employment.

Personnel Files and Inquiries

Necessary job-related and personal information about each employee will be retained in an official personnel file kept by the HR Department. Personnel files are the sole property of Human Technologies and will be maintained with a high degree of confidentiality. The HR Department makes every effort to keep personnel files current, however; it is the responsibility of each employee to notify the HR Department of any changes.

Current and former employees have the right to inspect the information contained in their personnel file by scheduling an appointment with the VP of HR. Human Technologies reserves the right to remove certain sensitive information, including third-party references, confidential management documents or plans, and items related to ongoing criminal or other investigations, before granting access to a file.

Individuals who question the accuracy or completeness of information contained in their official files should bring such matters to the attention of the VP of HR. Human Technologies' management will consider the employee's objections and correct or remove erroneous or improper information. If management decides to retain the disputed information in the file, the employee is entitled to place a brief statement in the record identifying the alleged errors or inaccuracies.

Supervisors should note that their desk files, including electronic records, can be subpoenaed for legal purposes and they, therefore, must be maintained on a fair and equitable basis. Supervisors are to limit their desk files to information that is job related. This may include items to aid the performance appraisal or disciplinary processes and information for planning or developmental purposes.

All requests for employment verification shall be referred to the HR Department. Information on Human Technologies employment shall be limited to dates of employment and position(s) held. Any exceptions must be approved by the VP of HR.

Solicitations

In order to prevent disruption in our operation, interference with services or inconvenience to employees and visitors, there shall be no solicitation of employees, or distribution of materials to employees in work areas or during work time. With the expressed and written approval of the VP of HR, employees may participate in charitable fundraising activities; e.g. Girl Scout cookie sales, candy sales, etc. Human Technologies is not responsible for lost/stolen merchandise or money.

Non-employees of Human Technologies will not be allowed on property of Human Technologies to solicit employees or distribute material at any time.

Travel and Expenses

Employees will be reimbursed for reasonable expenses incurred while on business related travel. If a corporate vehicle is available, approved employees are required to utilize a corporate vehicle for business related travel. Employees who use their personal vehicle for business related travel will be reimbursed for mileage at the current IRS rate per mile. Employees who chose to use their personal vehicle when a corporate vehicle is available, will not be reimbursed for mileage. Exceptions must be preapproved by an Officer.

Employees must submit proper documentation for all business related expenses to the Finance Department within the first three business days of the month following the month in which the expenses were incurred. The Finance Department will issue reimbursement checks by the 15th day of the month in which an approved expense statement has been received. Any expenses submitted late could be subject to a delay in receiving reimbursement.

For further details, please refer to the Travel Policy at <http://htcorp.net/employee-pages/> or contact the HR Department.

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Creating Employment for People with Disabilities