

EMPLOYEE



Work



Impact



Community

HANDBOOK

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 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:

- ⓪ benefits management
- ⓪ company-wide employee training
- ⓪ personnel policies and procedures
- ⓪ the employee performance evaluation system
- ⓪ equal employment opportunity and affirmative action
- ⓪ workers’ compensation
- ⓪ employee relations
- ⓪ 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.

Beliefs

- ⦿ 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, age, national origin, religion, disability, sexual orientation, gender identity, 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.

- ⓪ 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.
- ⓪ TO ENCOURAGE AN INDIVIDUAL'S SELF-DEVELOPMENT...
by providing training and other opportunities for skill development and advancement.
- ⓪ TO KEEP EMPLOYEES INFORMED...
by communicating developments within the company which are of interest to our employees.
- ⓪ 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:

- ⓪ Conduct themselves in a professional and dignified manner;
- ⓪ Follow Human Technologies' policies and procedures; and
- ⓪ 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, age, national origin, religion, disability, sexual orientation, gender identity, 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.

Harassment & Sexual Harassment Prevention 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 and sexual 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 professional and free of bias, prejudice and harassment.

The Corporation has adopted a policy of “zero-tolerance” with respect to unlawful employee discrimination, harassment or sexual harassment. Human Technologies prohibits any form of unlawful employee discrimination, harassment or sexual harassment based on race, sex/gender, color, age, national origin, religion, disability, sexual orientation, gender identity, 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, harassment or sexual harassment or participates in an investigation of such reports. Retaliation against an individual for reporting discrimination, harassment or sexual harassment or for participating in an investigation of a claim of discrimination, harassment or sexual harassment is a serious violation of this policy and, like discrimination, harassment or sexual harassment itself, will be subject to disciplinary action up to and including termination.

Human Technologies mandates the reporting of all incidents of discrimination, harassment, sexual 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.*** When filing a complaint, the employee will be asked to complete the Complaint Form. If the employee is more comfortable reporting an allegation verbally or in another manner, Human Technologies will complete the form, provide the employee with a copy and follow its harassment prevention policy procedure for investigating the allegation. Please understand that the Corporation takes complaints of discrimination, harassment and sexual harassment very seriously!

The policy in its entirety and the complaint form 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 maintaining 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 professional, 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, age, national origin, religion, disability, sexual orientation, gender identity, 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.*** When filing a complaint, the employee will be asked to complete the Complaint Form. If the employee is more comfortable reporting an allegation verbally or in another manner, Human Technologies will complete the form, provide the employee with a copy and follow with investigating the allegation. Please understand that the Corporation takes complaints of violence in the workplace 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, marijuana, 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/>.

Whistleblower Policy (as adopted by the Board of Directors April 27, 2022)

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

Each director, officer, employee, and volunteer of HTC 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 HTC that is or may be illegal, fraudulent or in violation of HTC's Policies and/or any 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 HTC'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 HTC's President/CEO, HTC'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.

Any person who is the subject of a 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).

Complaints may also be made to public bodies if permitted under Applicable Legal Requirements, provided they comply with Applicable Legal Requirements.

No director, officer, employee or volunteer of HTC or, in the case of New York Labor Law

§740.1(a), any other individual defined as an "employee" under New York Labor Law §740.1(a) who, acting in good faith and having a reasonable basis therefore, makes a Complaint or otherwise exercises their rights under any Applicable Legal Requirement, including, but not limited to, reporting to a public body, shall (1) suffer or be threatened to suffer any intimidation, harassment, discrimination or other retaliation; (2) in the case of employees, be subject to adverse employment consequence, including, but not limited to, discharge, suspension or demotion; (3) be subject to actions or threats to take actions that would adversely impact a former employee's current or future employment; or (4) be subject to contact or threats of contact with the United States immigration authorities or otherwise reporting or threatening to report an employee's suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee's family or household member ("Retaliating Conduct"). Anyone who engages in Retaliating Conduct against someone who, acting in good faith and with a reasonable basis therefore, makes a Complaint or otherwise exercises their rights under any Applicable Legal Requirements, will be subject to disciplinary action, including, but not limited to, termination of employment or removal as a Board member, volunteer or contractor. 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 made or action taken that proves to have been made in bad faith and without a reasonable basis therefore, will be viewed as a serious disciplinary offense.

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

Confidentiality

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. Requests for current or former employees should be referred to the HR Department.

An exception to this is if there is a current, signed **Authorization to Release and/or Obtain Protected Health Information** on file. For example, supervisor and job coach communication on an employee.

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.

Our expectation is that all employees will treat co-workers, supervisors, customers, vendors and any other person at the worksite with personal dignity and respect at all times, no matter their role or responsibility.

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, 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 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.

Tobacco use is permitted in designated areas only when working at a customer site.

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 employees 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.

HERO Act - Airborne Infectious Disease Exposure Prevention Plan

Human Technologies is committed to providing a safe and healthful work environment for our entire staff and protecting them against hazards. The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

This plan applies to all employees of Human Technologies, and the following sites:

- 2260 Dwyer Ave. Utica, NY 13501
- 2332 Bleecker St. Utica, NY 13501
- 2101 Teall Ave. Syracuse, NY 13206

Employees working at contract sites will follow the contract site protocols. However, Human Technologies reserves the right to enforce restrictor protocols, as appropriate.

Minimum Controls during an Outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- General Awareness: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing
 - Exercise coughing/sneezing etiquette
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate
 - Individuals limit what they touch
 - Stop social etiquette behaviors such as hugging and hand shaking
 - Wash hands properly and often
- “Stay at Home Policy”: If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform their supervisor and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- Health Screening: Employees are asked to self-screen for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to their supervisor. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.
- Face Coverings: To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features that could get caught in

machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

- **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods:

- restricting or limiting customer or visitor entry
 - limiting occupancy
 - allowing only one person at a time inside small enclosed spaces with poor ventilation
 - reconfiguring workspaces
 - physical barriers
 - signage
 - floor markings
 - telecommuting
 - remote meetings
 - preventing gatherings
 - restricting travel
 - creating new work shifts and/or staggering work hours
 - adjusting break times and lunch periods
 - delivering services remotely or through curbside pickup
- **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - Touching your eyes, nose, or mouth
 - Touching your mask
 - Entering and leaving a public place
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

- **Cleaning and Disinfection:** See Training and Information during a Designated Outbreak Section of this plan.

- “Respiratory Etiquette”: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
- Special Accommodations for Individuals with Added Risk Factors: Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

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, service 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 15 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 15 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, State Disability, and Unemployment Insurance, where applicable, 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, State Disability and Unemployment Insurance, where applicable. 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.

Officer & Director Level Positions: Individuals that hold an exempt "Director" or "Officer" position. These positions 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, oversight 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 completed 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, if available 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, as described in the Compensation Program.

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. A Letter of Intent can be requested through their supervisor or the HR Department. The employee can also apply online off HT's website. Factors considered in evaluating an employee's eligibility for promotion/transfer include: performance in current position (including attendance), 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:

- ⓪ Non-Exempt & Exempt Employees: 2 weeks' notice
- ⓪ Officers & Directors: 4 weeks' notice

The notice period can be used as a time of transition and, therefore, the employee may or may not be granted time off during the notice period. In the event time off has been approved prior to receipt of the resignation, the approval to take time off 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' *Driver Commitment* and *Motor Vehicle Record Verification Disclosure*. Employee must also 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 affect eligibility of employment in accordance with Human Technologies' Liability/Automotive Insurance carrier.

Employees are required to notify the HR Department of any situation, which affects 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.

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 workdays without a call to a supervisor (No Call, No Show), Human Technologies will consider such action as a voluntary resignation 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, may be required to provide a fitness for duty document to the HR Department upon return to work.

Employees are expected to work their full scheduled shift. Any deviation from their schedule including workdays or shift start and end times must be approved by the supervisor, in advance.

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. Part-time employees working 4 hours up to 6 hours are provided one fifteen (15) minute break period. The break period should be mid-shift and coordinated by the supervisor 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 more than six hours are required to take thirty (30) minutes for an unpaid meal period. If the work time extends over the noonday meal period

(11:00 a.m. to 2:00 p.m.), the meal period must be taken between 11:00 a.m. and 2:00 p.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, vacation, sick or personal.

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. Lost or stolen check may take several days for the Finance Department to verify the check has not been cashed and to reissue a new check.

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 state 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.

Timesheets

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, work time is captured one of two ways: 1. The Supervisor will provide the employee with a paper timesheet, the employee must complete and sign it, and the supervisor will submit it to the Finance Department on a weekly basis. 2. Supervisor will copy the sign-in log book where the employee signs in/out with their work times. The supervisor will submit the log book to payroll on a weekly basis to enter into the computer. Employees who have access to a Human Technologies' computer will be responsible for maintaining their own timesheet/timecard on a 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:

- ⓪ Holiday Time
- ⓪ Vacation/Sick/Personal Time
- ⓪ Bereavement
- ⓪ Family and Medical Leave Act (FMLA)
- ⓪ Paid Family Leave (New York State Workers Only)
- ⓪ Jury Duty
- ⓪ Election Law (New York State Only)
- ⓪ Military Leave
- ⓪ Volunteer First Responders Leave (New York State Only)

Holiday Time

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

- | | |
|-------------------------------------|--------------------------|
| ⓪ New Year's Day | ⓪ Columbus Day |
| ⓪ Martin Luther King Jr.'s Birthday | ⓪ Veterans Day |
| ⓪ Presidents' Day | ⓪ Thanksgiving Day |
| ⓪ Memorial Day | ⓪ Day after Thanksgiving |
| ⓪ Independence Day | ⓪ Christmas Day |
| ⓪ Labor Day | |

Employees will receive holiday pay if the holiday or observed holiday falls on their regularly scheduled workday. The amount of holiday hours is equal to their regularly scheduled hours. 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.

Due to contractual requirements and/or workload there may be a time when an employee is required to work on a scheduled holiday. Non-exempt employees required to work on a HT holiday that falls on their regular scheduled day, will be eligible for premium pay, i.e., time worked plus holiday time. Employees not regularly scheduled to work on a holiday or the observed holiday as above, are not eligible to receive holiday pay. Should a non-exempt employee that is not regularly scheduled to work on the holiday, work on the holiday or the observed holiday, the employee is eligible for hours worked only, not 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, another paid leave will be used, if available.

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 15 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.

Employees on a leave of absence during a company paid holiday are not eligible to receive holiday pay while out on leave. Absences include but are not limited to: FMLA, disability, paid family leave, and workers compensation.

Paid Time Off Policy (Vacation/Sick/Personal Time)

Human Technologies grants paid time off to eligible employees. Depending on the employee's position, the employee may be eligible for one or more of the following benefits: Vacation, Sick or Personal time off. Position and type of contract determines which benefit applies to an eligible employee. Below is a description of each policy type.

Direct Labor - Commercial & Non-Direct Labor:

Direct Labor positions working on a Commercial Contract and Non-Direct Labor are granted paid time off on an accrual basis. Paid time off is divided into three separate buckets of time: ***Personal, Sick and Vacation time.*** Employees regularly scheduled to work a minimum of 15 hours per week are eligible for vacation time. There is no minimum number of hours required to be eligible for personal and sick time. Employees begin accruing upon hire. Employees are not eligible to take vacation time until after 90 days of consecutive employment. If the employee is hired in the middle of a pay period, the accrual will be prorated accordingly. Accrued balances are listed on the employee's paystub each pay date.

<u>Length of Service</u>	<u>Vacation</u>
Date of hire - 12 months (0 - 1 year)	3 Days
13 - 36 months (1 - 3 years)	8 Days
37 - 72 months (3 - 6 years)	13 Days
73 - 179 months (6 - 15 years)	18 Days
180 and more (15+ years)	23 Days

Employees will accrue vacation at their full rate of pay according to length of service and hours regularly scheduled per week as follows (There will be no accruals when out on an approved, unpaid leave such as FMLA, Paid Family Leave, Disability, or Workers' Compensation.):

Employees serving in a Director level position (Excluding Director of First Impressions) will accrue 13 days of vacation for the first 6 years (0 - 72 months), thereafter will follow the vacation schedule for full time eligible employees. Employees who serve in an Officer level position will accrue 18 days of vacation for years 1-5 and 23 days for years thereafter. Any variation of the vacation benefit for Directors or Officers must be commensurate to their experience in the role and pre-approved by an Officer and VP of Human Resources.

Sick Time/Personal Time

Employees will immediately begin accruing sick and personal time upon hire. The accrual rate is one hour for every thirty hours worked up to an annual combined maximum of 56 hours. The balance of sick and personal time is available on the employee's paystub each pay date. Once an employee accrues 56 hours in a year, based on their date of hire, they will stop accruing additional hours until their next anniversary date. Employees may carryover unused sick and personal time year over year. Unused sick and personal time is not payable upon separation of employment. Employees are allowed to take up to 112 hours of sick and/or personal time (80 sick/32 personal) in a calendar year. There is no waiting period before an employee can take their sick or personal time.

Carryover

Employees, on their anniversary date, will automatically carryover any unused personal and sick time and up to one scheduled work weeks' worth of vacation. Any hours over one week will be lost. Employees in a Director or Officer level position, excluding Director of First Impressions), will automatically carryover up to 80 hours of vacation per year on their anniversary date. It is the responsibility of the employee to ensure that they do not lose vacation.

Separation of Employment

At separation of employment, employees will be paid any accrued, unused vacation 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 vacation. Employees will receive payout of their accrued vacation based on Human Technologies' payroll schedule.

Vacation Request/Authorization

When an employee is aware of their need for time off, a request should be 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. Requests for more than two consecutive weeks off must be approved by an Officer. Employees cannot have a negative time off balance. It is the employee's responsibility to keep track of their time off balance as it appears on their paystub. It is the supervisor's responsibility to monitor time off usage to ensure there is no negative balance for an employee.

Employees may only request time off for their regularly scheduled work days/shifts. If a company paid holiday falls during a week of requested time off, the employee can only request time off for regularly scheduled workdays other than the holiday. Employees will be

required to use a time off benefit, if available, when hours worked in a week are less than their regular scheduled workweek.

In the event an employee does not have time off 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.

Direct Labor – Federal Service Contracts:

Direct Labor employees working on a federal service contract are eligible for paid time off based on their regular scheduled hours in accordance with Register of Wage Determinations per the U.S. Department of Labor. There is no minimum number of hours required to be eligible. Paid time off is divided into two separate buckets of time: Vacation and Sick.

Vacation

Employees will receive vacation time in a lump sum in the pay period following their anniversary date each year and will have one year to use it. The balance of vacation time is available on the employee’s paystub each pay date. It is the expectation of the company that employees will use their vacation time during the year and have a zero balance upon the employee’s anniversary date or as close to zero as possible, without going into a negative balance. Any unused vacation will be paid to the employee following their anniversary date.

Vacation is intended to cover absences from work. It may be used for reasons such as but not limited to, vacation, personal reasons, religious observations, and/or illness or injury, however, if an employee is sick, sick time will be exhausted first followed by vacation time.

The vacation schedule is as follows:

<u>Length of Service</u>	<u>Vacation</u>
Date of Hire – 12 months	No Vacation
1 - 5 years	2 weeks
5 - 10 years	3 weeks
10 - 20 years	4 weeks
20+ years	5 weeks

Those working part time hours will receive a prorated amount of vacation time based on their regularly scheduled hours.

Vacation Request/Authorization

When an employee is aware of their need for time off, a request should be 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. Requests for more than two consecutive weeks off must be approved by an Officer. Employees cannot have a negative time off balance. It is the employee's responsibility to keep track of their time off balance as it appears on their paystub. It is the supervisor's responsibility to monitor time off usage to ensure there is no negative balance for an employee.

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

In the event an employee does not have time off to cover their requested time away from work, the supervisor will approve or deny the request for unpaid time off based on operational needs.

Separation of Employment

At separation of employment, employees will be paid for any unused vacation at the employee's current rate of pay. Employees will receive payout of their unused vacation based on Human Technologies' payroll schedule.

Sick Time

Employees will immediately begin accruing sick time upon hire. The accrual rate is one hour for every thirty hours worked up to an annual maximum of 56 hours. The balance of sick time is available on the employee's paystub each pay date. Once an employee accrues 56 hours in a year, based on their date of hire, they will stop accruing additional hours until their next anniversary date. Employees may carryover unused sick time year over year. Employees are allowed to take up to 112 hours of sick time in a calendar year. Any unused sick time is not payable upon separation of employment.

Direct Labor - NYS Service Contracts (PRC):

Direct Labor employees working on a New York State Service Contract are eligible for paid time off based on their regular scheduled hours in accordance with the Prevailing Wage Rates per the New York State Department of Labor. There is no minimum number of hours required to be eligible. Paid time off is divided into three separate buckets of time: Vacation, Sick and Personal time.

Vacation

Eligible employees will receive vacation time in a lump sum in the pay period following their anniversary date each year and will have one year to use it. The balance of vacation time is available on the employee's paystub each pay date. It is the expectation of the company that employees will use their vacation time during the year and have a zero balance upon the employee's anniversary date or as close to zero as possible, without going into a negative balance.

Vacation is intended to cover absences from work. It may be used for reasons such as but not limited to, vacation, personal reasons, religious observations, and/or illness or injury, however, if an employee is sick, sick time will be exhausted first followed by personal time and then vacation time.

The vacation schedule is as follows:

<u>Length of Service</u>	<u>Vacation</u>
Date of Hire - 12 months	No Vacation
1 - 2 years	1 Week
2 years	2 weeks
3 years	2 weeks 1 day
4 years	2 weeks 2 day
5 years	2 weeks 3 days
6 years	2 weeks 4 days
7+ years	3 weeks

Those working part time hours will receive a prorated amount of vacation time based on their regularly scheduled hours.

Vacation Request/Authorization

When an employee is aware of their need for time off, a request should be 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. Requests for more than two consecutive weeks off must be approved by an Officer. Employees cannot have a negative time off balance. It is the employee’s responsibility to keep track of their time off balance as it appears on their paystub. It is the supervisor’s responsibility to monitor time off usage to ensure there is no negative balance for an employee.

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

In the event an employee does not have time off to cover their requested time away from work, the supervisor will approve or deny the request for unpaid time off based on operational needs.

Sick Time

There are two types of sick time for Direct Labor employees working on a NYS Prevailing Wage Service Contract: Sick Time-PWS and Sick Time-NYS. Sick Time-PWS is required under the PRC and Sick Time-NYS is required under NYS Labor Law.

Sick Time-PWR

Employees will receive 3 days of Sick Time-PWR in the pay period following 30 days of continuous employment from their hire date and have 11 months to use it. Employees will receive 3 days of Sick Time-PWR in the pay period following their anniversary date annually thereafter and have the year to use it. The balance of Sick Time-PWR is available on the employee's paystub each pay date. Sick Time-PWR must be used/exhausted before using Sick Time-NYS. Any unused Sick Time-PWR will be paid to the employee following each anniversary date.

Sick Time-NYS

Employees will immediately begin accruing Sick Time-NYS upon hire. The accrual rate is one hour for every thirty hours worked up to an annual maximum of 32 hours. The balance of Sick Time-NYS is available on the employee's paystub each pay date. Once an employee accrues 32 hours in a year, based on their date of hire, they will stop accruing additional hours until their next anniversary date. Employees may carryover unused Sick Time-NYS year over year. Unused Sick Time-NYS is not payable upon separation of employment.

Employees are allowed to take up to 112 hours of sick time in a calendar year. This includes time from both Sick Time-PWR and Sick Time-NYS combined.

Personal Time

Employees will receive 2 days of personal time in the pay period following 30 days of continuous employment from their hire date and have 11 months to use it. Employees will receive 2 days of personal time on their anniversary date annually thereafter and have the year to use it. The balance of personal time is available on the employee's paystub each pay date. Any unused personal time will be paid to the employee following each anniversary date.

Separation of Employment

At separation of employment, employees will be paid for any unused vacation, personal and sick-PWR only, at the employee's current rate of pay. Employees will receive payout of their unused balance based on Human Technologies' payroll schedule.

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 Human Technologies to protect employees from loss of earnings while making necessary arrangements and attending the funeral. 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, sibling, 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 to receive bereavement pay. 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 and no minimum number of scheduled hours to be eligible 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. **Employees whose worksite has less than 50 people within a 75 miles radius are not eligible for FMLA.**

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, child, 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 a paid time benefit, 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 vacation, sick or

personal time. Employees out on continuous FMLA will not accrue vacation, sick or personal time.

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. If an employee is aware of an upcoming leave and wants to pay their portion of health insurance premiums in advance, please see the Benefits Specialist for details on how to deduct premiums in advance of the leave. 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), as amended, 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.

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, sibling, grandparent, or grandchild) of the employee made necessary by a serious health condition of the family member. *Effective January 1, 2023, PFL will be amended to include employee's biological, adopted, step, and half-sibling(s).*
- ⌚ 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.

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. Employees out on PFL for an extended period of time will not accrue benefits.

For further details, please refer to the Paid Family Leave Policy at <https://htcorp.net/employee-pages/paid-family-leave/> or contact the HR Department.

Return to Work

An employee who is unable to work, due to a work or non-work related illness or injury should meet with the Benefits Specialist for assistance to apply for the applicable benefits as defined below:

Work related Workers' Compensation
 Family and Medical Leave Act

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

In the event an employee is unable to return to work within a 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.

Employees not eligible for FMLA protection and unable to return to work will be addressed based on business demand. Human Technologies will attempt to accommodate these situations but should business demand require a position be filled, the employee may be separated from employment.

Jury Duty

Human Technologies provides Jury Duty pay for 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 another paid leave for days in excess of ten days per year, if available. If the employee does not have any paid leave available, days in excess of ten per year will be unpaid. Employees working in Virginia are not required to use another paid time off benefit for days serving beyond 10 days.

Employees called to serve on jury duty are required to give a copy of the jury summons and proof of time served to the HR Department. The 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 workdays.

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 VP of HR.

There is no waiting period and no minimum number of scheduled hours to be eligible 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 Department.

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 at the link below 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.

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

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. If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st. 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 Officer and Director Level positions, excluding Director of First Impressions, and pays the total premium for, a long term disability insurance. Employees are eligible first day of employment in an Officer or Director level 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. Employees out on short term disability for an extended period of time will not accrue benefits.

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. Employees are required to exhaust any paid time off benefits prior to receiving any short term disability benefit.

Employees will be required to apply for FMLA while on short term disability, if applicable. FMLA runs concurrently with short term disability.

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 a payroll deduction. Employees out on supplemental short term disability for an extended period of time will not accrue benefits.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment. If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st.

Employees will be required to apply for FMLA while on supplemental short term disability, if applicable. FMLA runs concurrently with supplemental short term disability.

Flexible Spending Account (FSA)

Eligible employees may have pre-tax contributions deducted from their paycheck 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. If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st.

Life Insurance

Group Life/Accidental Death and Dismemberment

Human Technologies provides for its full-time employees, and pays the total premium for, 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, up to a maximum amount. 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 Life

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 a payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment. If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st.

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 a 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.

If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st.

Employees enrolled in a medical insurance plan may be eligible for premium discounts through the Wellness Program. For further details, contact the HR Department.

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 a payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment. If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st.

This benefit is offered only if there are at least 25% of eligible employees enrolled. Otherwise, this benefit will not be available. Please see the Benefit Specialist for details.

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. Human Technologies worksites outside of New York may not be required to carry unemployment insurance. Please see the VP of HR for details.

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 a payroll deduction.

Employees are eligible to enroll the first of the month following 90 consecutive days of employment. If an employee does not enroll when originally eligible, Open Enrollment is held each year. This is a time for employees to make changes or add a benefit they previously waived. The effective date for changes made during Open Enrollment is January 1st.

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-Report*** describing details of the injury. The employee may be asked to 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, dental, and vision 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 confidential counseling and other services at no charge to the employee. EAP services are intended to assist employees and their families to balance the many work/life issues that occur day-to-day. In-person, telephonic or virtual visits available.

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

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. Employees that waive enrollment when originally eligible can begin deductions any 1st of a quarter following their eligibility.

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 <https://htcorp.net/employment/>. 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.

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. Current letterhead can be found in the following network folder \\iomega-nas\Corporate\Corporate Letterhead, Fax, Phone List. Hardcopies can be requested through the Marketing Communications Manager.

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 the VP of HR 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. **If the HR Department does not have the Job Applicant Referral Form prior to the hiring decision, the referring employee will not be eligible for the award.**

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.

Referral checks are dispensed the month following the employee reaching the 90 day and 6 months of employment milestone. The referring employee must be an active employee at the time the check is dispensed.

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 Technology (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. Human Technologies engages in monitoring and surveillance activities in the workplace. This includes, but is not limited to, email messages or transmissions; telephone conversations or transmissions; stored files, network and internet transmissions; or any other technology that employees engage, including personal devices, while using Human Technologies systems/networks. Therefore, employees should have no reasonable expectation of privacy as to the items contained in/on 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 electronic 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.

HUMAN TECHNOLOGIES

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Creating Employment for People with Disabilities