



A SKYBRIDGE MANAGEMENT COMPANY

EMPLOYEE HANDBOOK

EFFECTIVE FEBRUARY 2021

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WELCOME TO THE OI COMPANIES

INTRODUCTION

Office Interiors of Virginia, Inc. and OI-Tech, Inc. are sister companies of OI System Holdings LLC and mutually referred to throughout this Handbook as **The OI Companies**.

The OI Companies Employee Handbook has been developed to provide general guidelines about the firm's policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including The OI Companies' policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, except for the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by The OI Companies at any time, without advance notice.

The personnel policies of The OI Companies are established by the management team, which has delegated authority and responsibility for their administration to the President of Skybridge Management, Inc. The President may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the management team for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with your immediate supervisor or the management team.

The OI Companies will provide all employees with a copy of this Handbook upon new hire and will provide periodic updates as appropriate. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all the companies' employees. Further, The OI Companies expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with employees of the firm, management team, supervisors, staff, and the general public.

CORE VALUES

CUSTOMER FOCUSED

PERFORMANCE

SUSTAINABILITY

TEAMWORK

TRANSPARENCY

RELIABILITY

DEPENDABILITY



OVERVIEW

GENERAL INFORMATION

Address / Telephone: Office Interiors of Virginia, Inc. / OI-Tech, Inc.
5401 Lewis Road - Suite A, Sandston, Virginia 23150
Main: 804-550-0003
Fax: 804-550-7648
Toll Free OIVA: 800-728-7874
Toll Free OI Tech: 800-449-4361

Office Hours: Monday through Friday 8:00 am – 4:30 pm
Saturday Varies
Sunday Closed

- For life threatening emergencies call 911.
- An AED device and first aid kit are located in the warehouse near the first bay door and fire extinguishers are located throughout the facility.
- For facility emergencies call **Erik Gooch: 804-304-6460** / erikg@oi-va.com
Buddy Bailey: 804-366-9011 / security@oi-va.com

OPEN DOOR POLICY

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open-door policy. Management at The OI Companies maintains an open-door policy to discuss any issues you may have. We encourage employees to express work-related concerns, suggestions, or personal matters. We welcome your input.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about The OI Companies, or its employees, as a result of working for The OI Companies that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The OI Companies or to other persons employed by The OI Companies who do not need to know such information in connection with their employee duties.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of The OI Companies. The disclosure, distribution, electronic transmission or copying of the company's confidential information is prohibited. Such information includes, but is not limited to the following examples:



- Compensation data.
- Program and financial information, including information related to the companies' marketing efforts, pending projects and proposals.
- Client's secure data information.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential company information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

- **Visitors:** Due to the nature of our business, security clearances and non-disclosure agreements with our clients may be required in certain areas of the facilities, including production and restricted areas. All visitors who are not visiting for business purposes will be restricted to the lobby area. All business visitors must have authorization to enter production areas. See your immediate supervisor for authorization. Notify a supervisor immediately if you become aware of any unauthorized visitors.
- **Confidential Information Security:** As a matter of course employees of The OI Companies will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you do not disclose this information to third parties during or after employment. Disclosure of OIVA and OITECH confidential information without express written approval is prohibited. Failure to comply with this policy may result in disciplinary action, termination of employment, and/or legal action. A non-compete agreement is a requirement in some positions.
- **Facilities Security:** It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm. Report any potential security risks to your immediate supervisor.
- **Company Equipment:** Company property, such as laser printers, copiers, computers and all production tools, are to be used for the companies' business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination. Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property, see your immediate supervisor.



- **Computers and Related Equipment:** The OI Companies provides employees access to computers, printers and other equipment as appropriate and in connection with job requirements. This equipment is to be used exclusively for the business activities of OIVA and OITECH. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.
 - Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.
 - Employees shall not use company systems to knowingly violate any city, state, or federal laws.
 - Computer games and personal software may not be installed on company equipment.
 - Company equipment shall not be used to create or store personal information or projects.
 - Company equipment shall not be used to store or display images depicting violence, sexually explicit material or racially offensive material.
 - Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.
 - Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.
- **Internet:** Company computer systems, connected to the internet, are connected for business purposes only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.
 - Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.
 - Do not expect privacy on company computers. Our software and systems may have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.
 - The OI Companies will comply with any reasonable requests from law enforcement to review and internet activities of any employee.
 - Employees are required to maintain a high level of dignity and be mindful that they represent OIVA and OITECH to the world at large while online.
 - For protection of the company network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.
- **Email and Electronic Communications:** Company-provided email is provided for business purposes only. Personal use should be kept to an absolute minimum. All emails, sent or received, are company records and as such, are accessible to appropriate staff members. No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address via standard email signatures with confidentiality statements – see HR Administrator for the signature set up.



EMPLOYMENT

EMPLOYMENT-AT-WILL

Virginia is an employment-at-will state, this means the employer may terminate any employee at any time, for any reason, or for no reason. As a rule, the employee has no right to challenge the termination. There are a few very limited exceptions. For example, an employee may not discriminate against or terminated because he has filed a safety complaint or exercised his rights under OSHA law. Virginia Code - [Virginia Code § 40.1-51.2:1](#). Also, federal law protects employees from discrimination because of age, race, sex, religion, national origin or handicap.

Unless otherwise defined in an employment contract, all employees of The OI Companies are **“At-Will Employees.”** This employment status allows the employee or OIVA/OITECH to immediately terminate the employment relationship at any time with or without advance warning, and with no subsequent liability. Termination of employment may happen for good cause, bad cause, or no cause at all.

WORKER DOCUMENTATION

The Immigration Reform and Control Act outlines requirements for worker documentation, via a Form I-9, as follows:

- Every US employer must have a Form I-9 in its files for each new employee, unless:
 - The employee was hired before November 7, 1986 and has been continuously employed by the same employer.
- Form I-9 need not be completed for those individuals:
 - Providing domestic services in a private household that is sporadic, irregular, or intermittent.
 - Providing services for the employer as an independent contractor (i.e. carry on independent business, contract to do a piece of work according to their own means and methods and are subject to control only as to results for whom the employer does set work hours or provide necessary tools to do the job, or whom the employer does not have authority to hire and fire.
 - Providing services for the employer, under a contract, subcontract, or exchange entered after November 6, 1986. (In such cases, the contractor is the employer for I-9 purposes for example, a temporary employment agency).



The OI Companies require employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee’s signature holds him/her responsible for the accuracy of the information provided. No documentation from the employee is required to substantiate Section 1 information provided by the employee.

The OI Companies reserves the right to revise this policy without notice to comply with state and federal laws.

EQUAL OPPORTUNITY EMPLOYMENT

Employees are hired based solely on The OI Companies' personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees. Any questions or concerns regarding any aspect of this policy should be directed to the management team.

FAMILIAL EMPLOYMENT

The OI Companies does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the management team.

HIPAA NOTICE AND PRIVACY PRACTICES

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at The OI Companies. Breach of this policy should be reported to the Management Team.

PART-TIME EMPLOYMENT

The OI Companies does offer part-time employment positions. Direct all questions regarding benefits for part-time workers to the Management Team.

EMPLOYMENT OF MINORS

Generally, regular employees must be 18 years of age or older. Occasionally, we hire students or others who are at least 16 years old; however, this must be approved in advance by the management team.

MINIMUM WAGE

The OI Companies adheres strictly to minimum wage standards as outlined by the United States Government, per the Department of Labor, as outlined in the Fair Labor Standards Act, Part 541 "Overtime" Final Rule. Guidelines are set forth at: <https://www.dol.gov/compliance/guide/minwage.htm>.

CRIMINAL CONVICTIONS

Criminal convictions are taken seriously at The OI Companies. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime during employment may result in an automatic termination. The OI Companies will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

COMPANY POLICIES AND PROCEDURES

COMPENSATION

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and The OI Companies. Raises, also are based on performance, growth and productivity. All requests for salary increase and/or promotion will be fairly considered by supervisors and the management team is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Payroll checks shall be distributed on payday as established in the **Payroll Schedule Section** of this Handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

- **Personnel File:** The OI Companies maintains a confidential personnel file for each employee. Files are controlled by the management team. Employees must acquire permission to view his or her personnel file from the management team. These files are the property of The OI Companies. No documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential and access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.
- **Reporting Personal Information Changes:** Employees must notify your supervisor and human resources whenever there is a change in their personal information on file with The OI Companies. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.
- **Wage and Salary Disclosure:** Compensation programs are confidential between each individual employee and The OI Companies. Disclosure of wages or compensation to any third party is discouraged.

EMPLOYEE EVALUATIONS

All employees will be under "evaluation" for the first 3 months (90 days) of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full-time employee which may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment may be terminated.

Regarding performance expectations, all employees are generally expected to achieve their job objectives, including meeting performance, attendance, and conduct requirements, as well as follow the policies provided in this Handbook. Employees may be given an annual evaluation about your performance or other concerns. Your supervisor will further discuss plans for growth and development and discuss your job requirements/duties and identify specific skills. These evaluations do not necessarily result in a pay increase. Whether or not a pay increase is granted to an employee is dependent upon a variety of factors, including sustained good performance, achievement of goals, market rates, business climate, and the firm's profitability.



PAYROLL DEDUCTIONS FOR FEDERAL, STATE TAX, FICA AND MEDICARE

As required by law, The OI Companies withholds taxes from employee earnings, as well as social security (FICA) and Medicare.

PAYROLL SCHEDULE

Employees are paid every 2 weeks. Regardless of shift schedule, the work week begins on Sunday and ends the following Saturday. Payday is every other Friday (bi-weekly). In the event payday falls on a holiday, paychecks will be distributed before the holiday.

TIME SHEETS / REIMBURSABLE EXPENSE REPORTS

- **Time Sheets:** All hourly (full-time and part-time) employees are required to turn in a time sheet reflecting hours worked to your supervisor or management for approval. Time sheets are to be turned in **every Monday no later than 4:00 pm**. For vacation, paid leave or holidays, time sheets must be documented as such for these days/hours. If you fail to turn in your time sheet on time you may not be paid during that current payroll period. Falsifying time on your time sheet is grounds for immediate termination. Salaried employees must also let their supervisor and/or accounting administrator know that they are using paid time off or vacation time via a Time Off Request form.

Time sheets will be turned in legibly and calculated correctly for accuracy. Supervisors are not responsible for the accuracy of everyone's time sheets. Signatures of both the individual and the supervisor are required for time sheets and expense reports.

- **Reimbursable Expenses:** Expenses to be reimbursed by The OI Companies must be approved by your immediate supervisor prior to expenditure. To receive reimbursement, you must furnish the accounting administrator with 2 items: (1) receipts for all expenses (other than per diem or mileage) and (2) a properly completed expense sheet (available from your supervisor). We appreciate your expenditures on behalf of The OI Companies and will make every effort to reimburse you in a timely fashion. If you require an advance for expenses, notify your immediate supervisor.
 - **Mileage Expense for Business use of Personal Vehicle:** The OI Companies will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by your immediate supervisor. If approved, the current IRS standard mileage rate will be applied for documented business travel (**see Company Vehicle Policy**).



OVERTIME PAY

Some employees, but not all, may at times be entitled to extra pay for authorized overtime per the Department of Labor (DOL), as outlined in the Fair Labor Standards Act, Part 541 "Overtime" Final Rule.

Guidelines are set forth here: <https://www.dol.gov/compliance/guide/minwage.htm>. Overtime pay for qualifying employees, working authorized overtime, is paid at a rate of one and one-half (1.5) times the regular rate of pay.

WORK SCHEDULE REQUIREMENTS

With variations in workload based on demand from our customers, it is responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is considered mandatory in these instances it is a condition of employment. See “Overtime Pay” below.

STAFF MEETINGS

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by most employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend, when requested, even if it is not during their scheduled work hours.

INTERNAL COMMUNICATIONS

Bulletin boards placed in designated areas throughout the facility display notices and announcements for employees for their information. Also, any pertinent information will be emailed to each employee. If you do not have a work email, your supervisor will contact you.

All supervisors/managers will ensure that the customer’s requirements are met, or rescheduled times have been coordinated.

CAREER OPPORTUNITIES

It is our desire to see every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education, and guidance whenever possible.

With management approval, employees with satisfactory job performance may enroll in seminars, training programs or courses to enhance their skills in current or future work-related areas. All employees are eligible to receive the benefit after 1-year of employment with The OI Companies. We believe it is extremely important for professionals to keep up to date on new and changing concepts relating to our industry.

Employees should discuss pre-approval requirements with your supervisor or management team before making definite plans or commitments.

MEALS AND BREAKS

Schedules may vary from employee to employee, based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your meal and/or break



schedule. All time sheets should reflect 30 minutes for every 8 hours worked and 15 minutes for each additional 4-hour consecutive hours (45 minutes in a 12-hour day). Time sheets should reflect any breaks / lunch breaks.

- **Food and Beverage:** OIVA /OITECH has provided a lunch / kitchen area at the main office for your use. Employees are encouraged to use this space for eating your meals. Employees should also be mindful of using liquids around your computer, printer, and electronic devices.

WORKPLACE DRESS CODE

The OI Companies encourages employees to dress comfortable and wear appropriate personal protective equipment, with consideration given to maintaining a professional appearance. Appropriate attire should always be worn in keeping with commonly recognized standards. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the company's image as well as your image with customers and your co-workers. Office employees should be business casual dress – a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression.

- **Uniform Policy:** OIVA and OITECH wants to ensure that its employees engaged in service and delivery functions with customers and alliance partners are clearly identified as representing the company. To achieve this goal, OIVA /OITECH has instituted a uniform policy for all employees assigned to the service and delivery functions.

- **Procedures:** Employees engaged in tasks involving customers and alliance partners are always required to wear company-designed uniforms. Company uniform procedures are the following:

- For the Installation / Conversion Group, The OI Companies will issue uniforms to new employee as part of a new-hire assimilation. Employees are required to sign for the uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment.
- Upon issue, company uniforms become the responsibility of the employee for maintenance and care. If uniform parts require replacement, the employee is required to return the old clothing in exchange for new clothing.
- The OI Companies may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change, etc.). Affected employees will be given advance notice of the exchange, and the company will provide suitable replacement uniforms.
- In the event of termination of employment, employees may be required to return all issued uniforms as part of the exit process. If all issued uniforms are not returned, The OI Companies may deduct the cost of the uniforms from the final paycheck due the employee.
- Additional uniforms may be issued upon supervisor's authorization.



If employees have questions regarding this policy or its implementation, they should contact their supervisor.

PERSONAL SAFETY

The safety of our employees is a top priority. We will make every reasonable effort to ensure the safest working environment possible. If you have suggestions or concerns, discuss them with your immediate supervisor or the management team. If you believe you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environmental policies and procedures may result in disciplinary action, up to and including termination (see Health and Safety Manual).

- **Medical Attention:** The OI Companies requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

COMPANY VEHICLE USAGE POLICY



The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. The OI Companies endorses all applicable state motor vehicle regulations relating to driver responsibility. The OI Companies expects each driver to drive in a safe and courteous manner. Anyone driving a company vehicle must have a valid driver's license. The use of a company vehicle is available for your convenience when conducting company business outside of the office. Please do not use your personal vehicle unless a company vehicle is not available. No texting is permitted while driving company vehicles.

If any employee is involved in an accident or has an emergency involving a company vehicle, the following policy is to be followed:

- Notify the office during the hours of 8 am and 4:30 pm: 1-800-728-7874 or 1-804-550-0003.
 - For after normal work hours notify your immediate supervisor.
 - For accident reporting, call the office first, we will take care of calling the insurance company.
- If the vehicle needs towing, call Broyles Auto and Wrecker Service at 1-804-266-4931. (Vehicle must be within a 50-mile radius of the office).
 - If the accident is beyond a 50-mile radius from the office, your supervisor will determine where the vehicle is towed or give you further instructions.
 - If there is an injury that is not life threatening, go to an urgent care facility or emergency room.
 - Each company vehicle should have the registration, proof of insurance, and safety guidelines for your use.

**For further information, please refer to the Health and Safety Manual
for the complete Company Vehicle Policy.**

SOLICITATIONS

As a courtesy to other employees The OI Companies does not allow solicitation of political information, religious information or items for sale. Solicitation for sale of items involving fund raisers for school projects and the like may be considered. See immediate supervisor for approval.

TELECOMMUTING OR WORKING AWAY FROM THE OFFICE

Electronic media opens the door to new opportunities for working away from the office. There may be certain and specific circumstances where doing so could benefit both the employee and The OI Companies. If you wish to consider this option, discuss it with your immediate supervisor. If the supervisor concurs, they will request authorization from the Management Team. Monitoring procedures may be put in place during the off-site working arrangement. All arrangements for such activities are considered temporary and may be terminated without notice.

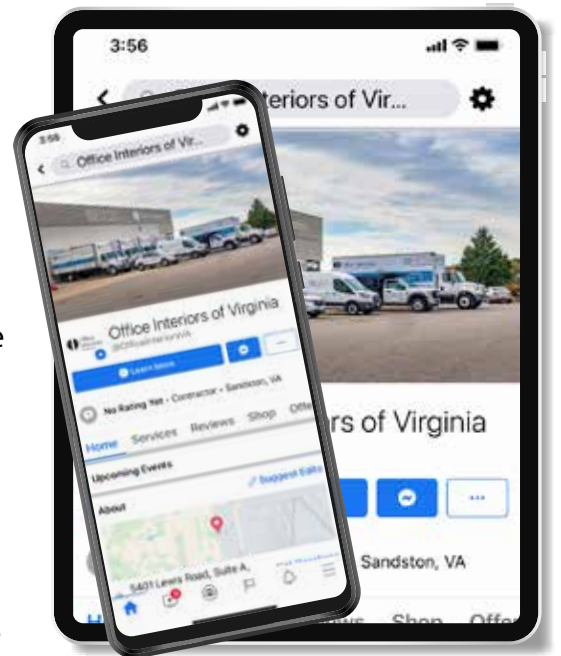
PERSONAL PROPERTY

The OI Companies are not responsible for personal property of employees within facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by The OI Companies will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

PERSONAL CELL PHONES, TABLETS, AND SMARTPHONES

Use of personal or company issued cell phones or personal digital assistants is approved for business contact during standard working hours. All company information stored on an employee device must be protected, and in the event the device is stolen, the theft must be reported immediately to your supervisor. Employees agree that any device used to transmit company information is subject to having that information deleted, by The OI Companies' representatives, at the termination of employment. This deletion of information may include a complete wiping of the device hard drive. Please limit personal calls to communication regarding urgent family matters where time is of the essence.

- **Text Messaging:** Use of personal cell phones or personal digital assistants for text messaging is approved for business contact during standard working hours (but not while driving company vehicles). Please limit personal text messaging to communication regarding urgent family matters where time is of the essence.



OFFICE SUPPLIES, POSTAGE, AND SHIPPING ACCOUNTS

The OI Companies' postage, postage systems, shipping accounts, and accounts with various vendors and suppliers are to be used for company purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination. However, an employee who wishes to ship or mail personal items may do so but must reimburse the company for the expense. Please see the Accounts Payable Administrator for assistance.

CONDUCT AND EXPECTATIONS

ATTENDANCE

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason, notify your immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

- **Inclement Weather Policy:** In the case of inclement weather, The OI Companies will follow the State's office closing. If the State offices are closed, the office will operate on a discretionary work basis. If the office is open, you may use your judgment regarding reporting to work. However, this time off will not be compensated. Should you be scheduled to work on a job site, you should contact your immediate supervisor for instructions. All supervisors/managers will ensure that the customer's requirements are met, or rescheduled times have been coordinated.

SMOKING / VAPING

Smoking and/or vaping is not allowed in most areas within our facilities, or in company vehicles and on worksites. Designated smoking areas have been established. Smoking/vaping is allowed only in these designated areas which are located outdoors. While smoking/vaping, please be considerate of others. All smoking/vaping materials must be extinguished properly and disposed of in appropriate receptacles. When on worksites ask your supervisor where and if smoking/vaping is allowed. Smoking/vaping is also strictly prohibited on client property or around clients. This applies to all tobacco and tobacco-related products, including smokeless tobacco and devices and vapor cigarettes (e-cigarettes).

ALCOHOL, DRUGS & ILLEGAL SUBSTANCE ABUSE

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

- **Work Rules:** Whenever employees are working, are operating any company vehicle, are present on company premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
 - The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
 - The OI Companies will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.



- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

• **Required Testing**

Pre-employment: Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration. New applicants and employees subject to drug testing will be asked to the **Concentra** testing facility and directed to provide urine specimens. Paperwork from the Front Desk Administrator and a valid Driver’s ID are required.

Reasonable suspicion: All Employees are subject to routine/random testing. Employees will also be tested based on (but not limited to) observations by at least two members of management of apparent workplace use, possession, or impairment. HR, the management team or operations manager should be consulted before sending an employee for testing. Management must use the **Reasonable Suspicion Observation Checklist** to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:



- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment, or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a company forklift or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Collection and Testing Procedures: Employees subject to alcohol testing will be transported to the **Concentra**-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

The laboratory will transmit all positive drug test results to the company management, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask management to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to management until such time that management has confirmed the test to be positive.

For more information refer to:

<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?fr=1308.11>



E-Verify: Working on Federal Military bases requires a background check through E-Verify to confirm that an employee is eligible to work in the US. If an employee is assigned to work on a military base, the OI Companies will perform the necessary required background check.

Some of our clients with high security require a copy of the employee's birth certificate in order to work on their facilities. The OI Companies may request a copy of an employee's birth certificate for the purpose of operating on secure sites per the client's request.

VIOLENCE

Threats of violence or acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or management. The OI Companies have a "zero free" policy on any acts of violence.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

It is the objective of The OI Companies to provide a working environment "zero free" from discrimination and conduct commonly referred to as sexual harassment. THE EEOC (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

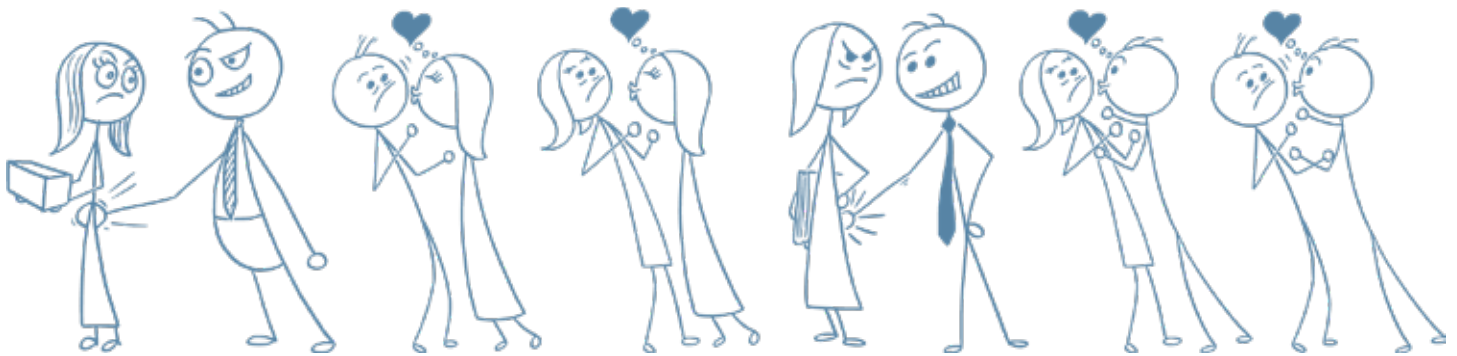
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile, or offensive working environment.

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex, of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor or management team. The OI Companies will investigate any employee, regardless of job position when such allegations are made. Based on available information, The OI Companies will take appropriate action and communicate on a need-to-know basis. Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid. If you are uncomfortable with reporting to Management/Supervisor, please call the **National Sexual Assault Hotline – 800-656-HOPE (4673)**.



~ There Are Many Forms of Sexual Harassment ~

WEAPONS

Weapons are generally defined as guns, certain knives, and other objects universally considered a weapon by most of the society. A “weapon” can also be any object which would do harm to another when used as such. The OI Companies shall deem any such object a “weapon” for the purpose of enforcing this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any “weapon” possession to your supervisor or management.

DISCIPLINE POLICIES

The OI Companies will take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation. Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the company need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand.

CODE OF CONDUCT

Employees of OIVA and OITECH are to conduct themselves in a responsible, professional and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported activities will be investigated by appropriate The OI Companies Management Team members. The Management Team will determine appropriate means for resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

- **Violation of Company Policy:** Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be documented and to resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues. (See **DISCIPLINE POLICIES**).

- **Appeals Process:** Employees will be permitted to present evidence to refute information management has used as the basis for disciplinary action. This is done in order to provide insight into any extenuating circumstances that may have caused the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this evidence during any of the disciplinary meetings, he or she will have five business days following each of those meetings to do so.

- **Performance and Conduct Issues Not Subject to Progressive Discipline:** Illegal conduct is not subject to progressive discipline and may result in immediate termination. Any such conduct may also be reported to local law enforcement authorities.

In keeping with this, theft, substance abuse, intoxication, fighting and other acts of violence at work are also excluded from progressive discipline and may be grounds for immediate termination.

- **Documentation:** The OI Companies will ensure that any employee who is disciplined in accordance with this policy receives copies of all relevant documents. Such employees will also be asked to sign copies of this material attesting to his or her receipt and understanding of the corrective action outlined in these documents.

- **Problem Resolution:** The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees. We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to solve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Management Team. The Management Team will gather and review all information and provide a solution with the best interest of all parties. If a supervisor is involved as a party in the initial dispute, it must be turned over to the Management Team at the outset. Decisions of the Management Team will be final.



BENEFITS

OVERVIEW

Benefits to employees are provided at the will of The OI Companies and reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

- **Eligibility:** To qualify for medical benefits an employee must be considered full-time or salaried and have completed a minimum of sixty (60) days continuous employment with The OI Companies. To qualify for vacation benefits full-time/salaried employees must have completed at least 6 months continuous employment. Full-time/salaried employees are employees who have been assigned a regular 40-hours per week work shift.

PERSONAL TIME OFF (PTO)

The OI Companies allows 24 hours (3-days) of paid time off (PTO) for full-time/hourly and salaried employees after 6 months continuous employment; and 40 hours (5 days) of PTO per calendar year for full-time/hourly and salaried employees after 1-full year continuous employment. Unused personal hours may not be carried forward into the following calendar year.



Each full-time/hourly and salaried employee receives:

- 6 months to 1 Year: 24 hours (3-days) PTO
- 1-year – over: 40 hours (5 days) PTO per calendar year after 1-full year

PTO is to be used for any necessary personal time, sick time (yourself or family member), doctor appointments, etc. Any PTO time that exceeds the allocated hours/days, an employee can either use any accrued vacation time, work extra hours to make up the time, or not be paid.

- Currently, part-time employees are not eligible for PTO, Vacation Time Off, or Holidays. However, part-time employees must let their supervisor know if they will be absent or late at any time.

Generally, we expect employees to notify their supervisor as soon as they know the dates that they will be requesting. The OI Companies requires employees to give reasonable advanced notice when scheduling paid time off. This allows for both the employee and the firm to plan appropriately. When reviewing requests for paid time off, the scheduling needs/business needs of the team will determine whether a request is approved.

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

FUNERAL / BEREAVEMENT LEAVE

The OI Companies will provide reasonable time off for full-time/salaried employees to attend funerals of family members. In the event of a death in the immediate family (spouse, children, parents, grandparents) of the employee, up to 3-days paid time off may be granted to attend to family matters and funeral

arrangements. Additional unpaid time off may also be granted. Contact your immediate supervisor concerning your specific needs. One (1) day-off may be granted for family members other than immediate (aunts, uncles, nieces, nephews, cousins) – see your immediate supervisor.

JURY DUTY

We want you to honor this important civic responsibility. You will be paid your base hourly rate for time served for up to 2-weeks in a calendar year. Part-time employees are eligible for prorated jury leave based on the average number of hours the employee works per day. You may keep any stipend or fee paid by the court.

Please provide the HR Administrator with a copy of your summons/court order upon receiving notification to appear. If you are excused from jury duty or a major portion of a day, you are expected to return to work promptly for the remainder of the day.



VOTING

Employees may come in an hour late or leave an hour early to accommodate voting in any public election within their home jurisdiction.

VICTIMS OF CRIME LEAVE

In accordance with state law, The OI Companies will allow any employee who is a victim of a crime to leave work to be present at any criminal proceedings relating to the crime. The employee requesting such leave must provide the HR Administrator with a copy of the form he/she has received from the investigating law-enforcement agency that lists the victim's rights and a copy of notices received for each scheduled criminal proceeding.

Such leave will be unpaid; however, accrued PTO may be applied. The OI Companies reserves the right to limit the duration of a leave if it will create an undue hardship to operations.

MILITARY DUTY

Any employee who is required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. Military orders should be presented to your supervisor and HR Administrator and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the firm unless military necessity makes this impossible. See your immediate supervisor for further information.

See http://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_50.html

AFLAC INSURANCE SERVICES

The OI Companies is providing the following Aflac services for ALL employees (including Part-Time):

- Short-term Disability Insurance for up to 24 months
- Accident Advantage Coverage Insurance
- Personal Cancer Indemnity Insurance

Refer to the BENEFITS HANDBOOK FOR FURTHER INFORMATION

GROUP HEALTH INSURANCE / LIFE INSURANCE

The OI Companies currently pays a percentage of premium costs on the Silver Plan for coverage of eligible employees. Coverage is available through the current plan for spouse/dependents but this coverage is the responsibility of the employee. Employee portion of premiums must be paid through payroll deduction.

All new employees must accept or decline in writing within 60 days of employment, The OI Companies' medical, dental, and/or life insurance coverage. This coverage is provided through Anthem Blue Cross/Blue Shield. If any employee waives this coverage, that employee must wait until the next enrollment period, which is January 1st of each year for medical, vision and dental.

Health Insurance: The OI Companies currently offers the following health insurance programs for full-time and salaried employees who work at least 30 hours every week:

- Anthem HealthKeepers Platinum OAPOS: 10/0%/3500
- Anthem HealthKeepers Gold OAPOS: 2000/20%/4000
- Anthem HealthKeepers Silver OAPOS: 2250/50%/8550

Life Insurance Policy: The OI Companies offers life insurance policies to eligible employees wishing to participate. Currently the life insurance policy is through the Anthem Representative and is through Dearborn Life Insurance.

Eligibility:

- Full-time/hourly employees are eligible for coverage after 60-days of your hire date.
- Salaried employees are eligible upon their hire date at the first of the month.

Refer to the BENEFITS HANDBOOK FOR FURTHER INFORMATION

401K PLAN

The OI Companies is offering a 401K Plan to those employees eligible (Full-Time/Hourly and Salaried Employees). The OI Companies will match 50% up to 6% participation.

Any employee currently enrolled in the **Simple IRA Plan** may choose to rollover their plan into the 401K Plan.

Refer to the BENEFITS HANDBOOK FOR FURTHER INFORMATION

WORKERS' COMPENSATION

The OI Companies carries insurance to cover the cost of a work-incurred injury or illness. Specific benefits are prescribed by law depending on the circumstances of each case; the firm has no say in how workers' compensation benefits are administered. However, to exercise your rights under workers' compensation laws, work-related accidents or illness must be reported immediately to your supervisor and the HR Administrator. Failure to do so may jeopardize your rights under the law.



COBRA / STATE CONTINUATION COVERAGE / “MINI COBRA”

OIVA and OITECH, in accordance with federal law, offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company’s health plan. The employee pays full cost for coverage at our group rate, plus an administration fee. The Management Team will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility of existing coverage.

HOLIDAYS

OIVA and OITECH provides the following holiday schedule for all full-time/hourly and salaried employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay, unless otherwise approved in writing by your immediate supervisor. Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed on the preceding Friday.

Holiday Schedule:

New Year’s Day	Paid
Memorial Day	Paid
Independence Day	Paid
Labor Day	Paid
Thanksgiving Day	Paid
Thanksgiving Friday	Paid
Christmas Eve	Paid
Christmas Day	Paid
Floating Holiday *	Paid (see below)



* Floating Holiday is to be used by employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule (i.e., President’s Day, Veteran’s Day, Good Friday (Easter), Columbus Day, etc.). They must obtain permission from their immediate supervisor for time away from work. A maximum of 9 holidays will be paid to any full-time employee.

VACATIONS

The OI Companies provides paid vacation time for all eligible employees (full-time/hourly and salaried). To qualify for vacation benefits a full-time employee must have completed at least 6 months of continuous employment (if an employee’s status goes from part-time to full-time – they are only eligible 6 months after becoming the full-time status and not their hire date). Employees are encouraged to take a vacation every year. Employees’ vacation time is encouraged to be used within the year it is earned; however, employees may carry over 40 hours of vacation time from one calendar year to the next. Vacation time may be taken in increments as small as 4 hours. Vacation time may not be used to compensate employees for tardiness or unexcused absences.

The OI Companies requires employees to give reasonable advanced notice when scheduling their vacation time. This allows both the employee and the firm to plan accordingly. Generally, we expect that employees will notify The OI Companies management as soon as they know the dates that they will be requesting.

Requests for 2-3 consecutive working days require a minimum of **2-weeks' notice**. For **3 or more** consecutive days, a minimum of **30 days' notice is required**.

Any vacation requests must be submitted to your immediate supervisor for approval. The company will make every effort to accommodate requests to schedule vacation time but reserves the right to prioritize requests based on business needs. **We ask that no more than one (1) week be used at any time without written consent by the management team.**

Paid company holidays which occur during your vacation are not counted as vacation days.



Vacation Schedule:

6 months to 1 year-service	5 days paid vacation (40 hours)
1 to 5 years-service	10 days paid vacation (80 hours)
6 to 15 years-service	15 days paid vacation (120 hours)
16+ years-service	20 days paid vacation (160 hours)

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of The OI Companies' Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with The OI Companies that provides otherwise, I have the right to resign from my employment with The OI Companies at any time with or without notice and with or without cause, and that The OI Companies has the right to terminate my employment at any time with or without notice and with or without cause.

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about The OI Companies, or its members or donors, as a result of working for The OI Companies that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The OI Companies or to other persons employed by The OI Companies who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of The OI Companies' confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the information within the Employee Handbook and agree to its policies and procedures.

I understand the above policies and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Human Resources Administrator



Welcome to the Team!

Phone: 804.550.0003

Email: oiva@oi-va.com

Address: 5401 Lewis Road, Suite A
Sandston, VA 23150