



## EMPLOYEE HANDBOOK

# TABLE OF CONTENTS

CHAPTER 1: GENERAL OVERVIEW AND EMPLOYMENT LAWS	4
1-1 MISSION STATEMENT	4
1-2 CORPORATE VALUES	4
1-3 INTRODUCTORY STATEMENT	5
1-4 INTRODUCTORY PERIOD	5
1-5 PERFORMANCE EVALUATION	5
1-6 EMPLOYMENT AT WILL	6
1-7 EQUAL EMPLOYMENT OPPORTUNITY (EEOC)	6
1-8 EMPLOYMENT OF FAMILY OR FRIENDS	6
1-9 ADA AMERICANS WITH DISABILITIES ACT	7
1-10 ADA LIFE THREATENING ILLNESS	7
1-11 MATERNITY LEAVE	7
1-12 SAFETY (SAFETY STATEMENT)	8
1-13 FIRST AID ACCIDENTS	8
1-14 WORKERS COMPENSATION INSURANCE	8
1-15 HARASSMENT	9
1-16 SEXUAL HARASSMENT POLICY	9
1-17 JURY DUTY	10
1-18 NEWS MEDIA	10
1-19 NO SOLICITATION POLICY	10
CHAPTER 2: ATTENDANCE, STELLAR PROPERTY, EMPLOYEE EXPECTATIONS	11
2-1 ATTENDANCE	11
2-2 ABSENTEEISM ABSENCE OR LATENESS	11
2-3 DRESS CODE	12
2-4 COMPLAINTS – PROBLEM RESOLUTION	12
2-5 COMMUNICATIONS ELECTRONIC AND MOBILE	13
2-6 COMPUTER – INTERNET USAGE	14
2-7 COMPUTER FILE BACKUP POLICY	15
2-8 TELEPHONE-PERSONAL USE	15
2-9 INTERNET TOOLS POLICY	15
2-10 STELLAR BLUE SUPPLIED PROPERTY POLICY	15
2-10a STELLAR DEVICES	15
2-10b STELLAR EXPENSE CARDS	15
2-11 INSPECTION AND MONITORING OF ELECTRONIC RESOURCES	16
2-12 COMPANY EMPLOYEE PASSWORD POLICY	16
2-13 CONFIDENTIALITY – BUSINESS ETHICS AND CONDUCT	17
2-14 CONFLICTS OF INTEREST – OUTSIDE EMPLOYMENT	17
2-15 CONFLICTS OF INTEREST	18
2-16 AUTOMOBILE-COMPANY BUSINESS	18
2-17 PAID TRAVEL TIME	18
2-18 GIFT	18
2-19 PERSONAL PROPERTY	19
2-20 MAIL PERSONAL	19

2-21 LEAVES (UNPAID) -----	19
2-22 FUNERAL OR BEREAVMENT LEAVE -----	19
CHAPTER 3: WORK CONDUCT, DISCIPLINE, TERMINATION -----	20
3-1 CONDUCT AND WORK RULES -----	20
3-2 DISCIPLINE -----	20-21
3-3 POSTED OFFENSES -----	21
3-4 DISCIPLINE AND WARNING PROCEDURES -----	22
3-5 DRUG AND ALCOHOL POLICY -----	23
3-6 DRUG TESTING POLICY FOR-CAUSE DRUG TESTING -----	23
3-7 TERMINATION – EMPLOYMENT -----	24
CHAPTER 4: PART TIME EMPLOYEES -----	24
4-1 TIME ACCOUNTING FOR PART TIME EMPLOYEES -----	24-25
4-2 OVERTIME FOR PART TIME EMPLOYEES -----	25
CHAPTER 5: TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	26
5-1 TIME ACCOUNTING FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	26
5-2 OVERTIME FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	26
5-3 HOLIDAYS FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	27
5-4 BENEFITS FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	27
5-5 DENTAL & VISION INSURANCE PROGRAM FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	27
5-6 GROUP HEALTH INSURANCE PLAN FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	28
5-7 TRAINING AND EDUCATION PROGRAMS FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	28
5-8 VACATION BENEFITS FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	28
5-9 IRA RETIREMENT BENEFITS FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	29
5-10 UNSCHEDULED TIME OFF FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	29
5-11 TWO-DAY SICK LEAVE FOR TECH 1 HOURLY WAGE FULL TIME EMPLOYEES -----	29
5-12 STELLAR EQUIPMENT -----	29
CHAPTER 6: TECH 2 SALARY FULL TIME EMPLOYEES -----	30
6-1 TIME ACCOUNTING FOR SALARY FULL TIME EMPLOYEES -----	30
6-2 TECH 2 OVERTIME -----	30
6-3 HOLIDAYS FOR SALARY FULL TIME EMPLOYEES -----	31
6-4 BENEFITS FOR SALARY FULL TIME EMPLOYEES -----	31
6-5 DENTAL & VISION INSURANCE PROGRAM FOR SALARY FULL TIME EMPLOYEES -----	31
6-6 GROUP HEALTH INSURANCE PLAN FOR SALARY FULL TIME EMPLOYEES -----	32
6-7 TRAINING AND EDUCATION PROGRAMS FOR SALARY FULL TIME EMPLOYEES -----	32
6-8 VACATION BENEFITS FOR SALARY FULL TIME EMPLOYEES -----	32
6-9 IRA RETIREMENT BENEFITS FOR SALARY FULL TIME EMPLOYEES -----	33
6-10 UNSCHEDULED TIME OFF FOR SALARY FULL TIME EMPLOYEES -----	33
6-11 TWO-DAY SICK LEAVE FOR SALARY FULL TIME EMPLOYEES -----	33
6-12 STELLAR EQUIPMENT -----	33
CHAPTER 7: VOLUNTEER TIME AWAY (VTA PROGRAM) -----	34
7-01 VTA PROGRAM AND POLICY -----	34
CHAPTER 8: TRAINING STUDIO -----	35
8-1 EQUIPMENT, ROOM USE & WIFI -----	35
8-2 COMMUTE TO STUDIO -----	35
8-3 STUDIO KEY USAGE -----	35

# CHAPTER 1: GENERAL OVERVIEW AND EMPLOYMENT LAWS

## 1-01 MISSION STATEMENT

Stellar Blue Technologies' mission is to be a reputable, full-service digital marketing firm that consistently provides affordable, professional and creative online solutions that exceed the expectations of our clients.

## 1-02 CORPORATE VALUES

### **Employees**

We value our employees by providing an environment that promotes personal growth and financial security.  
We value employees by showing recognition for personal pride and commitment in meeting and exceeding our customers' needs. We value our employees by respecting their skills and dedication in serving our customers.

### **Customers**

We value our customers by treating them with honesty and integrity.  
We value our customers by providing a product and service that will help in their success.  
We value our customers by providing the expertise of quality personnel to deliver our product on time.

### **Equity**

We value equity as a means to meet our responsibilities to both our employees and customers.  
We value equity as a tool for reinvestment in people, facilities and equipment.  
We value equity to provide growth and financial stability for our company and community.

## 1-03 INTRODUCTORY STATEMENT

Welcome to Stellar Blue Web Design LLC, doing business as Stellar Blue Technologies. This handbook is designed to acquaint you with Stellar Blue Technologies and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Stellar Blue Technologies to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Your employment with Stellar Blue Technologies is voluntary and there is no specified length of employment. Accordingly, either Stellar Blue Technologies or you can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Please consult with the Human Resource Department regarding any questions not answered in the handbook. No employee handbook can anticipate every circumstance or question about policy. As Stellar Blue Technologies continues to grow, the need may arise and Stellar Blue Technologies reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Stellar Blue Technologies to end our relationship for any reason at any time. Any revised information may supersede, modify, or eliminate existing policies. This handbook is neither a contract of employment nor a legal document.

## 1-04 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Stellar Blue Technologies uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Stellar Blue Technologies may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new and rehired employees work on an introductory basis for the first 90 calendar days after the date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Stellar Blue Technologies determined that the designated introductory period does not allow enough time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Stellar Blue Technologies provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## 1-05 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## 1-06 EMPLOYMENT AT WILL

Employment with Stellar Blue Technologies is voluntarily entered, and the employee is free to resign at will at any time, with or without cause. Similarly, Stellar Blue Technologies may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

The policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Stellar Blue Technologies and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Stellar Blue Technologies sole discretion.

No employee of Stellar Blue Technologies can enter into an employment contract for a specified period or make any agreement contrary to this policy without written approval from the Company Managing Director. These provisions supersede all existing policies and practices and may not be amended or added without the express written approval of a director of Stellar Blue Technologies.

## 1-07 EQUAL EMPLOYMENT OPPORTUNITY (EEOC)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Stellar Blue Technologies will be based on merit, qualifications, and abilities. Stellar Blue Technologies does not discriminate in employment opportunities or practices on the basis of race, color, citizenship status, religion, creed, gender, sexual orientation, national origin, ancestry, age, physical or mental disability, marital status, veteran status, political affiliations, or any other characteristic protected by law.

Stellar Blue Technologies will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resource Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## 1-08 EMPLOYMENT OF FAMILY OR FRIENDS

Due to the potential of conflicts within the work environment or personal conflicts from outside the work environment that can be carried into the daily working relationship, immediate family and friends are not eligible for hire at Stellar Blue Technologies.

## 1-09 ADA AMERICANS WITH DISABILITIES ACT

Stellar Blue Technologies is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Stellar Blue Technologies is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Stellar Blue Technologies will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Stellar Blue Technologies is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. If you feel you have been unlawfully discriminated against, immediately inform the Human Resource Department. You can be assured that your complaint will be thoroughly investigated.

## 1-10 ADA LIFE THREATENING ILLNESS

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Stellar Blue Technologies supports these endeavors if employees are able to meet acceptable performance standards. As in the case of other disabilities, Stellar Blue Technologies will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Stellar Blue Technologies will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Director for information and referral to appropriate services and resources. If you feel you have been unlawfully discriminated against, immediately inform the Human Resource Department. You can be assured that your complaint will be thoroughly investigated.

## 1-11 MATERNITY LEAVE

The maximum length of maternity leave granted to employees is 8 weeks. During this period, any salaried employee will be transferred to an hourly pay rate, for work completed, however benefits will not change. A written request for maternity leave must be submitted to the employee's supervisor within 90 days of the leave date. An employee may use any accumulated paid vacation days, to extend their leave, in which the employee will be paid for those designated days.

## 1-12 SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Stellar Blue Technologies has established a workplace safety program. This program is a top priority for Stellar Blue Technologies. The Human Resource Department has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

### SAFETY STATEMENT

Our Loss Control Statement expresses the wisdom, philosophy, experience, and belief of the Company for future guidance towards attainment of stated goals is as follows:

The safety of our associates continues to be a major consideration in the operation of our business. Working conditions must meet accepted standards for the protection, safety and health of our associates. Every associate has an important role in the accident and loss time prevention program and is expected to cooperate fully in the measures taken for safety.

## 1-13 FIRST AID ACCIDENTS

Call 911, the emergency phone number if required. If an accident or illness should occur, no matter how slight, notify your supervisor immediately so that the appropriate medical treatment can be administered. With the number of reported AIDS cases continuing to rise, it is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any bodily fluid (blood, saliva, urine, etc.) may pass on the AIDS virus. Use caution to avoid contact with these body fluids.

It is highly suggested that all employees carry a first aid kit in their vehicles, please be sure to use them. If this is not possible, use a strong disinfectant, such as Lysol or liquid bleach, to clean up afterwards. On the job inquiries will be handled in accordance with the Workmen's Compensation laws. Any employee who is injured while on the job must notify the Human Resource Department immediately to be eligible for coverage provided under the Workmen's Compensation Act. As part of our Drug Free Workplace, you may also be required to submit to drug testing if you are injured on the job.

Work related Injuries and Illness. All work-related injuries and illness must be reported to your supervisor immediately. The associate must then fill out an "Employer's First Report of Injury or Disease" form within 24 hours of the incident and submit it to management. A Supervisor's Accident Investigation Form" must also be completed by the supervisor and turned into the office within 24 hours. If you are totally disabled or assigned light duty work, a written excuse is necessary from your doctor. If you are off work because of a work-related injury or illness, you cannot return to work unless you have a Return-To-Work form from the treating physician.

## 1-14 WORKERS COMPENSATION INSURANCE

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

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. As a drug free workplace, you may be required to take a drug test, (in accordance to the Company Drug Policy), following your involvement in an accidental injury.

Neither Stellar Blue Technologies nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Stellar Blue Technologies.



## 1-15 HARASSMENT

It is the long-established policy of Stellar Blue Technologies to extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, age, sex, pregnancy, gender, disability, religion, national origin, ethnic background, military service or citizenship.

All personnel are reminded that each employee is always to be treated courteously by fellow employees, so that he or she is free from harassment or interference based on factors such as those mentioned above. Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employees' job performance or which creates an intimidating, offensive or hostile work environment. Examples of what may be considered harassment, depending on the circumstances are: questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship. Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, or gestures. Inappropriate touching, hitting, pushing, or other aggressive physical contact or threats to take such action. Unsolicited sexual advances, requests, or demands, explicit or implicit, for sexual favors. Anyone who feels that he or she has been discriminated against or harassed should report such incidents to anyone of the following persons; their supervisor or the Managing Director.

The Company will promptly investigate all charges of violation of this policy. The confidentiality of persons reporting violations will be respected so far as practicable in investigating of such claims. There will absolutely be no retaliation against persons filing such complaints.

## 1-16 SEXUAL HARASSMENT POLICY

It is the policy of this Company that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of this company that sexual harassment will not be tolerated. It is a violation of Company policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

*Quid Pro Quo* – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

*Hostile Environment* - Is one in which unwelcome sexual advances, request for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about and employees' body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and
- Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker, or by persons doing business with or for this Company should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their supervisor, or to the Managing Director.

The company prohibits retaliation against any employee who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The Managing Director will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

## **1-17 JURY DUTY**

Stellar Blue Technologies encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request unpaid jury duty leave for the length of the absence. If desired, employees may use any available paid time off (for example, vacation benefits.)

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may decide to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Stellar Blue Technologies or the employee may request an excuse from jury duty if, in Stellar Blue Technologies judgment, the employee's absence would create serious operational difficulties.

## **1-18 NEWS MEDIA**

To ensure that all company related information is accurate and up to date, all requests for comment are to be referred to the Managing Director for a response. No statement which involves Stellar Blue Technologies, its policies, clients or employees is to be released verbally or in writing; all inquiries are to be referred to the person(s) named above.

## **1-19 NO SOLICITATION POLICY**

Solicitation or distribution of literature by non-employees on company property is always prohibited. Solicitation and/or distribution of literature by associates are prohibited in working areas during working time. Working time is defined as time in which the associate is required to perform work. Work time does not include break periods or meal periods (unless the associate is on the time clock.) Work time does include periods in which a member of management properly excuses an associate from performing work. Furthermore, an associate who is not on working time shall not solicit associates who are on working time. This policy applies to solicitation and distribution of literature for all types of causes or organizations. Violation of this policy is grounds for discipline up to and including termination.

# CHAPTER 2: ATTENDANCE, STELLAR PROPERTY, EMPLOYEE EXPECTATIONS

## 2-01 ATTENDANCE

To maintain a safe and productive work environment, Stellar Blue Technologies expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Stellar Blue Technologies. All associates are expected to report to work promptly and regularly.

Associates are expected to be at work ready to perform their duties at their start time. One minute late is late and puts an unfair burden on fellow associates. Attendance records are kept and monitored. Good attendance is expected and appreciated. Poor attendance (habitual tardiness, chronic absenteeism, etc.) is unacceptable and will result in disciplinary action, up to and including termination.

Each day of absence must be separately reported prior to the start of your shift. Absences due to illness or injury must be supported by satisfactory medical evidence if the absence exceeds three (3) days or unless abuse is suspected. A Return-To-Work form from the treating physician must be submitted to your supervisor before you can return to work.

If you are absent from work for a period of three (3) consecutive days without notification to the Company, it will be CONSIDERED “Job Abandonment” and that you have voluntarily terminated employment.

## 2-02 ABSENTEEISM ABSENCE OR LATENESS

From time to time it may be necessary for you to be absent from work. Stellar Blue Technologies is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside of your work hours may arise. If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor. When you call in to inform Stellar Blue Technologies of an unexpected absence or late arrival, simply ask for your supervisor. If you’re arriving to work late, please let your supervisor know when you expect to arrive for work. If you’re unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you. Absence from work for three (3) consecutive days without notifying your supervisor or the Human Resource Department, will be considered a voluntary resignation. If you are absent because of an illness for three (3) or more successive days, your Human Resource Department may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work. A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a “lateness pattern” and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

## 2-03 DRESS CODE

The dress code is to apply to all associates. Associates who work within sales or are required to work on client projects outside of company property are required to wear uniforms designated by the company. The Company will provide two logo's shirts along with reimburse associate's for adding company logo to pre-approved clothing and merchandise.

## 2-04 COMPLAINTS – PROBLEM RESOLUTION

Stellar Blue Technologies is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Stellar Blue Technologies supervisors and management. Stellar Blue Technologies strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive construction criticism.

If employees disagree with established rules of conduct, policies, or practices they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Stellar Blue Technologies in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Human Resource Department or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resource Department if problem is unresolved.
4. The Human Resource Department counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s) if necessary, and directs employee to the company Managing Director for review of problem.
5. Employee presents problem to the company Managing Director in writing.
6. Managing Director reviews and considers problem. Managing Director informs employee of decision and forwards copy of written response to the Human Resource Department for employee's file. The Managing Director has full authority to make and adjustment deemed appropriate to solve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

## 2-05 COMMUNICATIONS ELECTRONIC AND MOBILE

All electronics and telephonic communication systems and all information transmitted by, received from, printed from, or store in these systems are the property of the Company and as such are to be used solely for job-related purposes. The Company retains the right to monitor all its electronic and communication systems at its discretion including listening to and/or printing up and reading all voicemail and e-mail messages stored in these systems. The use of any software and business equipment, including, but not limited to, telephones, computers, and copiers for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Company representative. All pass codes are the property of the Company. No employee may use a pass code that has not been issued to that employee or that is unknown to the Company. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Company's legitimate business interests, authorized representatives of the Company may monitor the use of such equipment from time to time to determine if such use is business-related.

E-mail is an extension of the workplace and any abusive or inappropriate e-mail will result in disciplinary action by the employer that could lead to termination. There will be no allowances for display or transmission of any sexually explicit images, cartoons or messages. The e-mail system will not be allowed to be used for any communications containing any racial or ethnic slurs or epithets or anything that could be construed as harassment or offensive to others based on sex, age, race national origin, sexual orientation, disability, color or any other classifications protected by state or federal law. All messages on the email system can be traced to their author even after they are deleted.

Computers, computer files, hard drives, the e-mail system and software furnished to employees are Stellar Blue Technologies' property, intended for business use. Employees should not use a password, access a file, or retrieved any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. Stellar Blue Technologies strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Stellar Blue Technologies prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non- business matters.

Stellar Blue Technologies purchases and licenses various computer software for business purposes and does not own copyright to this software or its related documentation. Unless authorized by the software developer, Stellar Blue Technologies does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Employees who violate this policy will be subject to disciplinary action.

## 2-06 COMPUTER – INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web may be provided by Stellar Blue Technologies to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems and modules is part of the official records of Stellar Blue Technologies and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions are accurate, appropriate, ethical and lawful.

The equipment, services, and technology always provided to access the Internet remain the property of Stellar Blue Technologies. As such, Stellar Blue Technologies reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Abuse of the Internet access provided by Stellar Blue Technologies in violation of law or Stellar Blue Technologies policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Failure to observe licensing agreements and/or violating copyright law
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

## **2-07 COMPUTER FILE BACKUP POLICY**

Each employee is required to have all files saved and stored on the shared Google Drive and should not be stored on a personal computer. Refer to your supervisor for further details.

## **2-08 TELEPHONE-PERSONAL USE**

Telephone Usage - Personal when necessary, use of the office telephone for personal calls is permitted. It is expected that you will not abuse this privilege and that calls will be short and to the point. Too many personal calls are costly to the company. Personal long-distance calls charged to the company are prohibited. Ask the operator to charge the call to your home telephone number or to your credit card number.

## **2-09 INTERNET TOOLS POLICY**

Associates are responsible for furnishing all necessary internet tools required to perform their specific job duties, except for those specific tools designated as furnished by the company. Associates are required to turn in broken tools supplied by the company prior to having them replaced by the Company.

## **2-10 STELLAR BLUE SUPPLIED PROPERTY POLICY**

### **2-10a STELLAR DEVICES**

Upon hire of full-time employee, Stellar Blue Technologies will issue a company computer. Stellar Blue Technologies will consult with the new hire on their preference of an operating system. It is up to the discretion of Stellar Blue Technologies as to what type of equipment will be provided to the employee based on equipment availability and the employee's role and responsibilities. All devices that are provided to employees, including device settings as well as phone numbers associated with these devices are the property of Stellar Blue Technologies. These devices may be used for personal use, but business use remains the priority. Stellar Blue Technologies has the right to dictate content installed on any of the devices provided. If a device were to be damaged, employee may be responsible for up to 50 percent of total cost of repair/replacement.

If any employee is experiencing issues with company equipment they are to notify IS at [is@stellarbluetechologies.com](mailto:is@stellarbluetechologies.com) immediately so our qualified technicians can review the issue and address it accordingly. During the time IS may be testing/repairing the equipment, the employee will be given temporary equipment to use until their original equipment is repaired or replaced. Upon final diagnostic, IS will determine if any of the repairs/damages were caused by the employee and will address the issue accordingly. Employee computer equipment will range from approximately \$500-\$1500 based on the requirements needed to fulfill employee's role and responsibilities.

Any employee provided with a Stellar cell phone will be allotted 1 GB of cellular data each billing cycle. All cellular data will be temporarily turned off once you've reached 3 GB of usage during one billing cycle. When this occurs, the IS department will follow up with you to discuss the overages and determine how the data was used. Continued overages may result in disciplinary action.

Immediately upon termination the individual is responsible for the handle and care of returning the device to their supervisor, with the individual being held liable for any damage done to the device. The supervisor will be responsible for returning the device to the vault and updating the "Stellar Equipment Checkout" spreadsheet. Upon return, content on the device will be deleted including phone numbers and any saved information.

### **2-10b STELLAR EXPENSE CARDS**

Certain employees selected by their supervisor may be supplied business expense cards and/or company debit or credit cards. These are given to employees that will be making business purchases or registering for network events. Improper or abusive use of the provided card will result in discipline up to and including termination.



## 2-11 INSPECTION AND MONITORING OF ELECTRONIC RESOURCES

Electronic Resources Electronic resources are defined as telephones, voice mail, E-mail, Internet access, fax machines, pagers, etc. Electronic Resources are primarily for business use and associates should avoid unnecessary personal use of telephones, E-mail, etc. Excessive personal use of telephones and other Electronic Resources may result in discipline, including termination. This Company policy applies equally to preparation and dissemination of documents and communications, regardless of whether they are paper- based or electronic forms.

Electronic Resources cannot be used for any activities that are prohibited by applicable laws including, but not limited to, knowingly transmitting, retrieving or storing any files, documents or communications that are discriminatory, harassing, defamatory or threatening in any way, or which are of a sexual nature or otherwise offensive. In addition, Electronic Resources cannot be used to distribute “chain letters” and similar communications, or to solicit or advertise outside business ventures, personal enterprises, or other significant non-business-related activities.

Inspections and monitoring to maintain security for associates, customers, and Company information and property, along with other purposes relating to employment, the Company reserves the right to question any person entering or leaving the premises, and to inspect any person, locker, desk, file cabinet, storage space, vehicle, package, purse, handbag, briefcase, lunch box, or other possessions at any time. Desks, lockers, file cabinets, and other storage locations are subject to periodic inspections regardless of whether they are locked or unlocked.

Similarly, all information files and records stored on Company telephone systems, computers, disks and other storage and retrieval systems are Company property and are subject to inspection at any time. Company provided computers (including electronic mail) and other storage and retrieval systems should not be used for personal purposes. The Company reserves the right to periodically inspect computer files, electronic mail, voice mail and other systems, to monitor work quality, improper or unauthorized use, or other matters relating to employment. Associates should not have any expectation of privacy with respect to information and property stored at work or on Company premises.

Although searches or monitoring may be necessary from time to time for business purposes, any associate who gains access to Electronic Resources or other confidential information without proper authorization, or for a purpose other than legitimate business will be subject to discipline, as this is considered a Posted Offense.

## 2-12 COMPANY EMPLOYEE PASSWORD POLICY

Passwords are a key part to make sure only authorized people can access resources and data. All employees who have access to any of those resources are responsible for maintaining the provided password given to them by the Human Resources Team. If a password needs to be reset, employee is to have the Human Resources Team provide the new password. It is the Human Resources Team responsibility to choose a strong password to protect log-in information. The purpose of this policy is to make sure all Stellar Blue Technologies’ resources and data receive adequate password protection and management. Please note when first logging into Google you will be provided an initial temporary password and then will need to update the password to what is provided by the Human Resource Team, this is necessary as Google requires you to change your password when you first login. The policy covers all employees who are responsible for one or more accounts or have access to any resource that requires a password. Protecting passwords:

- Employees may never share their passwords with anyone else in the company, excluding Human Resources Team.
- Employees may never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.
- Employees should take steps to avoid phishing scams and other attempts by hackers to steal passwords.
- Employees must refrain from writing passwords down/keeping them at their workstations. Employees may not use password managers or other tools to help store and remember passwords without permission.
- If at any time an employee suspects that their provided password is no longer secure, they are to contact Human Resources.



## 2-13 CONFIDENTIALITY – BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Stellar Blue Technologies is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of Stellar Blue Technologies is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Stellar Blue Technologies and its customers to act in a way that will merit the continued trust and confidence of the public. Upon accepting employment with Stellar Blue Technologies, it is expected that you will not disclose or use any of Stellar Blue Technologies confidential information for anything other than authorized Company business. Your employment with Stellar Blue Technologies assumes an obligation to maintain confidentiality, even after you leave our employment. Additionally, our customers and suppliers entrust Stellar Blue Technologies with important information relating to their business. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Stellar Blue Technologies earns the respect and further trust of our customers and suppliers.

If someone questions you outside the company or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor. No one is permitted to remove or make copies of any Stellar Blue Technologies records, reports or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action. Stellar Blue Technologies will comply with all applicable laws and regulations and expect its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of unacceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resource Department for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every Stellar Blue Technologies' employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## 2-14 CONFLICTS OF INTEREST – OUTSIDE EMPLOYMENT

Employees may hold outside jobs if they meet the performance standards of their job with Stellar Blue Technologies. All employees will be judged by the same performance standards and will be subject to Stellar Blue Technologies scheduling demands, regardless of any existing outside work requirements. If Stellar Blue Technologies determines that an employee's outside work interferes with performance or the ability to meet the requirements of Stellar Blue Technologies, the employee may be asked to terminate the outside employment if he or she wishes to remain with Stellar Blue Technologies. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside of Stellar Blue Technologies for materials produced or services rendered while performing their jobs.

## 2-15 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Stellar Blue Technologies wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resource Department for more information or questions about conflicts of interest. An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a relative as a result of Stellar Blue Technologies business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Stellar Blue Technologies as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Stellar Blue Technologies does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Stellar Blue Technologies.

## 2-16 AUTOMOBILE-COMPANY BUSINESS

Stellar Blue Technologies is not responsible for damage to your personal auto when you are using it for Company business. Stellar Blue Technologies will reimburse employees for reasonable over night or long-distance business travel expenses. The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Stellar Blue Technologies. Employees are expected to limit expenses to reasonable amounts. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Stellar Blue Technologies may not be used for personal use without prior approval from your supervisor. When travel is completed, employees should submit completed travel expense reports on the first day of each month. Receipts for all individual expenses should accompany reports. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## 2-17 PAID TRAVEL TIME

All compensation for travel time needs to have pre-approval from the employee’s supervisor.

## 2-18 GIFTS

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional “premiums” supplied by the Company (such as T-shirts, coffee mugs, pens or key chains) imprinted with the Stellar Blue Technologies logo or sales information.

## 2-19 PERSONAL PROPERTY

Stellar Blue Technologies cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property/ items/belongings into a client office or sales meeting or onto company property, you are responsible to keep track of them. If you do bring personal property, you need to understand that it will not be covered under the Company's insurance and because of limitations on personal homeowner's policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Also, Stellar Blue Technologies prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies and to protect against theft.

## 2-20 MAIL – PERSONAL

Occasionally we receive mail addressed to an employee's attention and marked "Personal and Confidential." Sometimes these pieces of mail are inadvertently opened, and sometimes they are opened because the addressee is not here, and it is believed that the piece of mail is an important business-related item that requires immediate attention. Accordingly, the company assumes that it has each employee's permission to open any piece of mail received at the office address. For this reason, it would be wise to direct your personal non-business mail to another address.

## 2-21 LEAVES (UNPAID)

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period. Both paid and unpaid time off may be granted to eligible employees, according to the following policy. Please consult your supervisor for further information. For Paid Leaves, time off is paid using your base hourly rate, excluding shift premiums and overtime compensation, if any. Occasionally, for medical, personal or other reasons, you may need to be temporarily released from the duties of your job with Stellar Blue Technologies. It is the policy of Stellar Blue Technologies to allow its eligible employees to apply for and be considered for certain specific leaves of absence. Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

If an employee fails to report to work promptly at the expiration of the approved leave period, Stellar Blue Technologies will assume the employee has resigned. No benefits are considered earned while on an unpaid leave of absence. Failure to return to work upon the expiration of an approved leave of absence shall be considered a voluntary termination.

## 2-22 FUNERAL OR BEREAVMENT LEAVE

Employees who wish to take time off due to death of an immediate family member should notify their supervisor immediately. Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary. Stellar Blue Technologies defines "immediately family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child or sibling.

# CHAPTER 3: WORK CONDUCT, DISCIPLINE, TERMINATION

## 3-01 CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Stellar Blue Technologies expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work location during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with Stellar Blue Technologies is at the mutual consent of Stellar Blue Technologies and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## 3-02 DISCIPLINE

The purpose of this policy is to state Stellar Blue Technologies position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. Stellar Blue Technologies own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Stellar Blue Technologies is based on mutual consent and both the employee and Stellar Blue Technologies have the right to terminate employment at will, with or without cause or advance notice, Stellar Blue Technologies may use progressive discipline at its discretion. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

### 3-02 DISCIPLINE (CONTINUED)

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. Stellar Blue Technologies recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

### 3-03 POSTED OFFENSES

Whenever an associate receives a warning regarding work performance or for breaking of Company rules and/or policies, a record of the occurrence will be put in the associate's personnel file. The Company has determined that violations regarding certain Company policies can result in immediate termination of employment. These policies are considered "Posted Offenses." The following violations are Posted Offenses:

- Theft of property from the Company or other associates.
- The use of illegal drugs on Company premises.
- Drinking alcoholic beverages on Company time.
- Assault on supervision or other associates.
- Intentionally updating another associate's time accounting entry or having one's own time accounting entry entered by another associate.
- Possession of weapons or firearms on Company premises.
- Threatening other associates or supervisors.
- Fighting or attempting to provoke a fight on company premises.
- Removal of Company records or release of confidential or proprietary information.
- Gaining access to Electronic Resources or other confidential information without proper authorization, or for a purpose other than legitimate business.
- Operating designated equipment without using proper OSHA safety equipment.

### 3-04 DISCIPLINE AND WARNING PROCEDURES

ACTION	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Reporting for work under the influence of alcohol or drugs - Refusing to be tested if reasonable belief is suspected	3 Day Suspension	Termination			
Intentionally misusing or damaging company property or the property of another associate	3 Day Suspension	Termination			
Failure to record daily Time Accounting entries	Verbal	Written	Written	Termination	
Leaving work location during working hours without supervisor's permission	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Unauthorized use of Company's intranet items	Written	3 Day Suspension	Termination		
Disregard of safety rules, failure to wear or use the appropriate safety equipment	3 Day Suspension	Termination			
Failure to wear specified uniforms	Written	1 Day Suspension	3 Day Suspension	Termination	
Failure to report injury or accident	Written	1 Day Suspension	3 Day Suspension	Termination	
Failure to backup Stellar documents onto approved hard drive on a weekly basis	Written	1 Day Suspension	3 Day Suspension	Termination	
Unauthorized absence	Written	3 Day Suspension	Termination		
Creating poor quality material due to carelessness	Written	1 Day Suspension	3 Day Suspension	Termination	
Failure to report any possible conflicts of interest	3 Day Suspension	Termination			
Willful insubordination by refusing a Supervisor's order	1 Day Suspension	3 Day Suspension	Termination		
Disclosing or using any of the company's confidential information of anything other than authorized company business	Termination				
Deliberately restricting output	3 Day Suspension	Termination			
Failure to maintain productivity standards	Written	1 Day Suspension	3 Day Suspension	Termination	
Unexcused tardiness	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Use of other associate's tools without permission	Written	1 Day Suspension	3 Day Suspension	Termination	
Distributing printed materials on Company premises without permission	Written	3 Day Suspension			
Inability or unwillingness to work harmoniously with other associates	Verbal	Written	3 Day Suspension	Termination	
Intentionally browsing through personnel records other than his/her own without permission	3 Day Suspension	Termination			
Harassment or intimidation of an Associate by another Associate or Supervisor	Written	3 Day Suspension	Termination		

### 3-05 DRUG AND ALCOHOL POLICY

Stellar Blue Technologies is committed to providing a safe and productive work environment free from the effects of alcohol and drugs. All employees have a responsibility to report for work when scheduled or subject to call-in and to perform their jobs in a safe and efficient manner, free from the effects of drugs, alcohol beverages, and controlled substances. The company policy regarding this subject state:

- It is the policy of Stellar Blue Technologies that being under the influence of, bringing in, possessing, providing, manufacturing or other production of buying, selling, or using alcoholic beverages, unauthorized drugs, skill impairing substances or controlled substances during working time, on company premises or in company vehicles, is strictly prohibited.
- Under the influence is defined as being impaired or unable to perform work in a safe productive manner; being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other employees, the public or company property; and/or having any detectable level, in excess of a trace, of alcohol, drugs or controlled substances in the body.
- An employee who is involved with the off-the-job illegal drug use, possession, sale or being under the influence on-the job can be considered in violation of this policy. Off-the job drug use, possession or sale which has any adverse effect on the company's customers, other employees, the public or the company's reputation or image can also be considered a violation of this policy. In deciding what action to take, the company will take into consideration the nature of the conduct and the employee's present assignment and record with the company.
- Additionally, any employee who is taking drugs or medication which has been prescribed by the employee's physician, which may adversely affect ability to perform work in a safe or productive manner is required to report such use of medication to the Human Resource Department or, if this is not possible, to his/her supervisor prior to starting work or entering the company's facility. This includes drugs, which are known or advertised as possibly affecting judgment, coordination of their senses, including those, which may cause drowsiness or dizziness. Management in conjunction with medical advice, if applicable, will then determine whether the employee can commence work and whether any work restrictions will be necessary.
- As part of enforcement of this policy, the company may require an employee to submit to testing for drugs, alcohol or controlled substances. Consent to drug or alcohol testing, when required by the company, is a condition of continued employment and refusal of consent is insubordination and could be considered grounds for termination.
- Violations of this policy, including refusal to consent to medical testing, will result in the immediate suspension of the employee pending a company investigation, and the company will then make a determination concerning the appropriate discipline, up to and including discharge, on the basis of evidence then available to the company, any reasonable inferences which the company draws from that evidence and the employee's refusal to consent to such medical testing. Illegal drugs, illegal drug paraphernalia, and alcohol will not be tolerated on the premises of Stellar Blue Technologies. Company premises consist of the buildings, parking lots, surrounding land and all the company-owned vehicles.

### 3-06 DRUG TESTING POLICY FOR-CAUSE DRUG TESTING

#### **Employees to be tested:**

- Whenever an employee's observed behavior raises a question (based upon identifiable symptoms) that his/her physical condition or fitness to perform his/her job safely and efficiently may be affected by drugs, alcohol or controlled substances the employee is subject to for-cause testing.
- Whenever an employee is involved in an on-the-job accident, which causes equipment/building damage, product damage and/ or bodily injury, the employee is subject to for-cause testing.

The policy is always available for inspection and review, to all employee's, in the offices of Stellar Blue Technologies. This policy is explained during new employee orientation for all employees. It is updated to reflect modifications in task or procedures, which may result in safety-sensitive positions and is reviewed annually and revised as needed. Management is responsible to ensure compliance with the Drug and Alcohol Policy and it is the responsibility of all Stellar Blue Technologies employees to abide by all of the rules as set forth in the Drug and Alcohol Policy.



## 3-07 TERMINATION – EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reason(s) for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

Stellar Blue Technologies will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Stellar Blue Technologies or return of Stellar Blue Technologies-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Stellar Blue Technologies is based on mutual consent, both the employee and Stellar Blue Technologies have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

If the terminated employee is compensated on a commission basis, Stellar Blue Technologies will only pay commission on money the company has collected up to the termination date. Any commissions collected after the employee's termination date will be paid to the salesperson who services the account through its completion.

# CHAPTER 4: PART-TIME EMPLOYEES

Part time employees are hired with the expectation to move to full time status after a 30-90 training period. During part time status, employees will work the number of hours scheduled by their supervisor, without exceeding 31 hours in one week.

## 4-01 TIME ACCOUNTING

All Stellar Blue Technologies employees are responsible for daily time accounting entries. Part-time employees log entries with the understanding that payroll is a direct result of correct and timely entries. All employees are provided with hands on training of the Stellar Blue time accounting system upon job entry. The policy for time accounting is as follows for part-time employees:

- Same-day entries are mandatory for all projects, client and/or Stellar Blue related.
- Entries for work completed for Stellar Blue are to be made within one entry per day unless otherwise instructed by your supervisor (i.e. if employee worked from 11 am – 1 pm and then again from 3:30 pm – 5 pm, employee is to enter a total of 3.5 hours for that day with a detailed description of work completed).
- Employee will be granted two warnings for incorrectly or missing time entries; third and continued warnings of improperly completed or missed day entries will result in further employee discipline
- Employee's time accounting entries are accessible to leadership, finance, and human resources teams



## 4-01 TIME ACCOUNTING (CONTINUED)

Time entries are only valid if:

- Hourly increments are set by quarters (i.e. 1, 1.25, 1.5, 1.75, 2)
- Hour Type must be identified
- Task must be identified
- Comments sections must be filled out with a detailed explanation of time used
- If billable time is being entered, the comments must be completed with an explanation for the client to receive on their invoice

Any questions regarding time accounting or the proper completion of a submission should be directed to your department supervisor.

## 4-02 OVERTIME

A part-time employee can work a maximum of up to 40 hours per week. Any hours over 40 need to be approved by their supervisor. Upon management approval if overtime is approved, the employee will be paid at a rate of one and half times their hourly rate for hours worked over 40 hours during a one-week period.

# CHAPTER 5: TECH 1 HOURLY FULL-TIME EMPLOYEES

Tech 1 Hourly Full-Time employees are employees that are expected to work a minimum of 32 hours a week. These employees are eligible for benefits that are outlined in the following chapters.

## 5-01 TIME ACCOUNTING

All Stellar Blue Technologies employees are responsible for daily time accounting entries. All employees are provided with hands on training of the Stellar Blue time accounting system upon job entry. The policy for time accounting is as follows for full-time employees:

- Same-day entries are mandatory for all projects, client and/or Stellar Blue related.
- Entries for work completed for Stellar Blue are to be made within one entry per day unless otherwise instructed by your supervisor (i.e. if employee worked from 11 am – 1 pm and then again from 3:30 pm – 5 pm, employee is to enter a total of 3.5 hours for that day with a detailed description of work completed).
- Employee will be granted two warnings for incorrectly or missing time entries; upon third and continued warnings of improperly completed or missed day entries may result in further employee discipline.
- Employee's time accounting entries are accessible to leadership, finance, and human resources teams.
- Hourly increments are set by quarters (i.e. 1, 1.25, 1.5, 1.75, 2)
- Hour Type must be identified
- Task must be identified
- Comments sections must be filled out with a detailed explanation of time used
- If billable time is being entered, the comments must be completed with an explanation for the client to receive on their invoice

Any questions regarding time accounting or the proper completion of a submission should be directed to your department supervisor. Your time accounting will directly reflect what you are paid.

## 5-02 OVERTIME

The company's production schedules are set by customer demand. When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime, which is defined as any hours worked over forty (40) hours per week. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Stellar Blue Technologies operates seven days per week. The work schedule is Sunday through Saturday. The pay period is bi-weekly, and paychecks are issued on the Friday following the pay period.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. All overtime must be approved in advance by your Supervisor prior to starting the overtime hours. If an employee does not get Supervisor approval before working overtime, the first time will result in a conversation with employee's manager and director, the second time will be a verbal warning, the third time will be a written warning and the fourth time would result in termination.

Example 1: Employee A worked 35 hours week one and receives 8 hours of holiday pay for a total of 43 hours. Employee A will receive regular holiday pay of 8 hours plus 35 hours of regular pay for hours worked. Example 2: Employee B worked 44 hours week one and receives 8 hours of holiday pay for a total of 52 hours. Employee B will receive regular holiday pay of 8 hours plus 40 hours of regular pay and 4 hours of overtime pay for the hours worked over 40 that week.

## 5-03 HOLIDAYS

Stellar Blue Technologies will grant holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

Stellar Blue Technologies will grant eight hours of paid holiday time off to Tech 1 Hourly Full-Time employees. To be eligible for holiday pay, employees must work the last weekday immediately preceding and the first weekday immediately following the holiday. Employee's that would like to take vacation time off in lieu of working the last weekday immediately preceding and the first weekday immediately following the holiday will need the approval of their supervisor prior to taking the additional time off. Weekdays equal Monday thru Friday.

A recognized holiday that falls on a Saturday will be observed on the proceeding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Knowing that Stellar Blue Technologies uses a flex scheduling system, holiday time off is not an excusable reason as to why deadlines are not met or why clients are not addressed. Department directors are required to monitor messages, calls and/or emails for any urgent client issues. All employees, not using vacation time, are required to be on-call in event of any major client issue.

## 5-04 BENEFITS

Stellar Blue Technologies is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by Stellar Blue Technologies. A good benefits program is a solid investment in Stellar Blue Technologies employees. Stellar Blue Technologies will periodically review the benefits program and will make modifications as appropriate to the company's condition. Stellar Blue Technologies reserves the right to modify, add or delete the benefits it offers. Contact the Human Resources Department for more information about benefits.

## 5-05 DENTAL & VISION INSURANCE PROGRAM

To be eligible for dental and/or vision benefits, an employee of Stellar Blue Technologies must average at least 32 hours per week, for a minimum of ninety (90) calendar days. Only full-time associates are eligible for benefits. Stellar Blue Technologies will pay for 50% of the dental premium up to a maximum of \$420 per year. Stellar Blue Technologies will pay for 50% of the vision premium up to a maximum of \$240 per year.

At the time an associate becomes unemployed or in the event an associate no longer qualifies for full time status; Stellar Blue Technologies will no longer pay the employee for their dental and/or vision insurance.

## 5-06 GROUP HEALTH INSURANCE PLAN

Stellar Blue Technologies offers two different health insurance plans. All full-time employees working 32 hours a week are eligible for coverage. There is a waiting period of 90 days from full time anniversary date to be eligible for coverage. The company pays 50% of the cost up to \$300 a month maximum. Employee's share of premium will be deducted from paycheck pre-tax unless employee wishes it to be taxable. Stellar Blue provides a short-term and long-term disability plan along with a life insurance plan at no additional cost to the employee. Coverage will terminate the date of employment termination.

## 5-07 TRAINING AND EDUCATION PROGRAMS

Associates who choose to pursue continuous education outside of the Company programs have an opportunity to be reimbursed for their tuition costs. An associate must submit a "Continuing Education Program Application Form" and have it approved prior to attending classes. The Company reserves the right to accept or deny any application for any reason. Upon Company acceptance of the application, the associate must complete the class successfully with a 3.0 grade point average or higher. The associate must then submit a copy of the receipts for tuition and books, along with verification of the final grade. The Company will then reimburse the associate 100% of the course costs.

## 5-08 VACATION BENEFITS

Vacation time off with pay is available to eligible for full-time employees to provide opportunities for rest, relaxation and personal pursuits. The amount of paid vacation time an employee receives each year increases with the length of their employment as shown in the following schedule: The length of eligible service is calculated based on a "benefit year." This is the 12-month period that renews on the employee's full-time anniversary date. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Full time associates are eligible for vacation pay. Full time is defined as working 40 hours a week for a minimum of seven consecutive weeks. Vacation pay is paid to the associate at their regular rate of pay. Vacation pay is calculated from (6) months from their date of full-time hire. An example of an associate who is hired on April 1, 2019 is as follows:

As of October 2, 2019, the associate is eligible for 40 hours of vacation to be used from Oct 2, 2019 to April 1, 2020. Vacation not taken within the employee's fiscal year after it is earned is considered forfeited. Regular full-time associates are eligible for a paid vacation as follows:

40 hours .....	After one (1) year of continuous service
80 hours .....	After three (3) years of continuous service
120 hours .....	After eight (8) years of continuous service

All requests for vacation must be submitted to the entire Stellar Blue team in advance and are subject to approval. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Vacation time can be used in 4 and 8 hour per day increments. Knowing that Stellar Blue is a small business, only one employee will be able to schedule vacation during any specific time period. The vacation time periods will be on a first come basis. To avoid any calendar conflicts please email everyone your request as soon as you know you will be taking the time off. Only one week of vacation can be scheduled without prior supervisor approval.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. Full time employees that are still within the first six (6) months of full-time status will not be paid for any unused vacation.

## 5-09 IRA RETIREMENT BENEFITS

The Simple Investment Retirement Account (Simple IRA) plan offers Stellar Blue employees a unique opportunity for savings, financial growth and favorable tax treatment. The IRA plan helps contributors save in several ways:

- Gross taxable income is reduced
- Stellar Blue will match the employees' contribution dollar-for-dollar up to 2% of their gross annual earnings
- Convenience of payroll deduction (amount you choose)

The Simple IRA plan is administered through an Investment firm and managed internally by Stellar Blue. Stellar Blue makes matching contributions equal to 100% of Elective Deferrals that does not exceed Stellar Blue's selected maximum percentage of annual base salary compensation. Each year Stellar Blue chooses the percentage of matching funds for the year. Eligibility occurs after 90-days of continuous full-time status employment.

## 5-10 UNSCHEDULED TIME OFF

All full-time employees are required to be business ready five days out of the week; Business ready means being available by phone, text, or e-mail applying Monday thru Friday from 8 a.m. to 5 p.m. However, Stellar Blue understands that unforeseen instances may come up during this period, which the employee needs to take unscheduled time off. An employee may do so with the permission of their supervisor but is expected to make up the lost time within that same business week.

## 5-11 TWO-DAY SICK LEAVE

Sick Leave is a paid absence from duty. A full-time employee is entitled to use this leave if:

- Full-time employee has completed the 90-day introductory period
- Employee has valid doctor's and/or medical excuse
- Manager's approval

Policy is redeemable for full-time employees who have completed the 90-day introductory period. The sick leave days do not accumulate over time and renew upon an employee's work anniversary. If employee meets the criteria listed above, employee is to contact the HR team with the amount of sick leave that will be used. Any remaining sick leave is forfeited upon an employee's termination.

## 5-12 STELLAR EQUIPMENT

Tech 1 full-time employees are provided a company computer based on the discretion of the IS department.

# CHAPTER 6: TECH 2 SALARY FULL-TIME EMPLOYEES

## 6-01 TIME ACCOUNTING

Tech 2 Salary Full-Time employees are employees that are expected to work a minimum of 45 hours.

All Stellar Blue Technologies employees are responsible for daily time accounting entries. All employees are provided with hands-on training of the Stellar Blue time accounting system upon job entry. The policy for time accounting is as follows for full-time employees:

- Same-day entries are mandatory for all projects, client and/or Stellar Blue related.
- Entries for work completed for Stellar Blue are to be made within one entry per day unless otherwise instructed by your supervisor (i.e. if employee worked from 11 am – 1 pm and then again from 3:30 pm – 5 pm, employee is to enter a total of 3.5 hours for that day with a detailed description of work completed).
- Employee will be granted two warnings for incorrectly or missing time entries; upon third and continued warnings of improperly completed or missed day entries may result in further employee discipline.
- Employee's time accounting entries are accessible to leadership, finance, and human resources teams.

Time entries are only valid if:

- Hourly increments are set by quarters (i.e. 1, 1.25, 1.5, 1.75, 2)
- Cost Center must be identified
- Type of Hours Cost must be identified
- Project ID Cost must be identified
- Comments sections must be filled out with a detailed explanation of time used
- If billable time is being entered, Invoice Comments must be completed with an explanation for the client to receive on their invoice

Any questions regarding time accounting or the proper completion of a submission should be directed to your department supervisor. Your time accounting will directly reflect what you are paid.

## 6-02 TECH 2 OVERTIME

The company's production schedules are set by customer demand. When operating requirements or other needs cannot be met during regular working hours, salaried employees may be required to work overtime, which is defined as any hours worked over fifty hours per week. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Stellar Blue Technologies operates seven days per week. The work schedule is Sunday through Saturday. The pay period is bi-weekly, and paychecks are issued on the Friday following the pay period.

Overtime compensation will be paid to all exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. All overtime must be approved in advance by your Supervisor prior to starting the overtime hours. If an employee does not get Supervisor approval before working overtime, the first time will result in a conversation with employee's manager and director, the second time will be a verbal warning, the third time will be a written warning and the fourth time would result in termination.

Example 1: Employee A worked 55 hours week one and receives 9 hours of holiday pay for a total of 64 hours. Employee A will receive regular holiday pay of 9 hours plus 50 hours of regular salary pay for hours worked plus 5 hours of overtime pay. Example 2: Employee B worked 65 hours week one. Employee B will receive their normal salary for the 50 hours worked plus 15 hours of overtime pay for the hours worked over 50 that week.

## 6-03 HOLIDAYS

- Stellar Blue Technologies will grant holiday time off to all eligible employees on the holidays listed below:
- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

Stellar Blue Technologies will grant nine hours of paid holiday time off to all regular full-time employees. To be eligible for holiday pay, employees must work the last weekday immediately preceding and the first weekday immediately following the holiday. Employee's that would like to take vacation time off in lieu of working the last weekday immediately preceding and the first weekday immediately following the holiday will need the approval of their supervisor prior to taking the additional time off. Weekdays equal Monday thru Friday. A recognized holiday that falls on a Saturday will be observed on the proceeding Friday.

A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Knowing that Stellar Blue Technologies uses a flex scheduling system, holiday time off is not an excusable reason as to why deadlines are not met or why clients are not addressed. Department directors are required to monitor messages, calls and/or emails for any urgent client issues. All employees, not using vacation time, are required to be on-call in event of any major client issue.

## 6-04 BENEFITS

Stellar Blue Technologies is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Handbook represents a very large investment by Stellar Blue Technologies. A good benefits program is a solid investment in Stellar Blue Technologies employees. Stellar Blue Technologies will periodically review the benefits program and will make modifications as appropriate to the company's condition. Stellar Blue Technologies reserves the right to modify, add or delete the benefits it offers. Contact the Human Resources Department for more information about benefits.

## 6-05 DENTAL & VISION INSURANCE PROGRAM

To be eligible for dental and/or vision benefits, an employee of Stellar Blue Technologies must average at least 32 hours per week, for a minimum of ninety (90) calendar days. Only full-time associates are eligible for benefits. Stellar Blue Technologies will pay for 50% of the dental premium up to a maximum of \$420 per year. Stellar Blue Technologies will pay for 50% of the vision premium up to a maximum of \$240 per year.

At the time an associate becomes unemployed or in the event an associate no longer qualifies for full time status; Stellar Blue Technologies will no longer pay the employee for their dental and/or vision insurance.

## 6-06 GROUP HEALTH INSURANCE PLAN

Stellar Blue Technologies offers a group health insurance plan. All full-time employees working 32 hours a week are eligible for coverage. There is a waiting period of 90 days from full time anniversary date to be eligible for coverage. The company pays 50% of the cost up to \$300 a month maximum. Employee's share of premium will be deducted from paycheck pre-tax unless employee wishes it to be taxable. Stellar Blue provides a short-term and long-term disability plan along with a life insurance plan at no additional cost to the employee. Coverage will terminate the date of employment termination.

## 6-07 TRAINING AND EDUCATION PROGRAMS

Associates who choose to pursue continuous education outside of the Company programs have an opportunity to be reimbursed for their tuition costs. An associate must submit a "Continuing Education Program Application Form" and have it approved prior to attending classes. The Company reserves the right to accept or deny any application for any reason. Upon Company acceptance of the application, the associate must complete the class successfully with a 3.0 grade point average or higher. The associate must then submit a copy of the receipts for tuition and books, along with verification of the final grade. The Company will then reimburse the associate 100% of the course costs.

## 6-08 VACATION BENEFITS

Vacation time off with pay is available to eligible for full-time employees to provide opportunities for rest, relaxation and personal pursuits. The amount of paid vacation time an employee receives each year increases with the length of their employment as shown in the following schedule: The length of eligible service is calculated based on a "benefit year." This is the 12-month period that renews on the employee's full-time anniversary date. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Full time associates are eligible for Vacation Pay. Full time is defined as working 45 hours a week for a minimum of seven consecutive weeks. Vacation pay is paid to the associate at their regular rate of pay. Vacation pay is calculated from (6) months from their date of full-time hire. An example of an associate who is hired on April 1, 2019 is as follows:

As of October 2, 2019, the associate is eligible for 45 hours of vacation to be used from Oct 2, 2019 to April 1, 2020. Vacation not taken within the employee's fiscal year after it is earned is considered forfeited. Regular full-time associates are eligible for a paid vacation as follows:

90 hours .....	Immediately upon receiving Tech 2 status
135 hours .....	After three (3) years of continuous service
180 hours .....	After eight (8) years of continuous service

All requests for vacation must be submitted to the entire Stellar Blue team in advance and are subject to approval. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Vacation time can be used in 4.5 and 9 hour per day increments. Knowing that Stellar Blue is a small business, only one employee will be able to schedule vacation during any specific time period. The vacation time periods will be on a first come basis. To avoid any calendar conflicts please email everyone your request as soon as you know you will be taking the time off. Only one week of vacation can be scheduled without prior supervisor approval.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. Full time employees that are still within the first six (6) months of full-time status will not be paid for any unused vacation time.



## 6-09 IRA RETIREMENT BENEFITS

The Simple Investment Retirement Account (Simple IRA) plan offers Stellar Blue employees a unique opportunity for savings, financial growth and favorable tax treatment. The IRA plan helps contributors save in several ways:

- Gross taxable income is reduced
- Stellar Blue makes a matching contribution of the employees' contributions
- Convenience of payroll deduction (amount you choose)

The Simple IRA plan is administered through an Investment firm and managed internally by Stellar Blue. Stellar Blue makes matching contributions equal to 100% of Elective Deferrals that does not exceed Stellar Blue's selected maximum percentage of annual base salary compensation. Each year Stellar Blue chooses the percentage of matching funds for the year. Eligibility occurs after 90-days of continuous full-time status employment.

## 6-10 UNSCHEDULED TIME OFF

All full-time employees are required to be business ready five days out of the week; Business ready means being available by phone, text, or e-mail applying Monday thru Friday from 8 a.m. to 5 p.m. However, Stellar Blue understands that unforeseen instances may come up during this period, which the employee needs to take unscheduled time off. An employee may do so with the permission of their supervisor but is expected to make up the lost time within that same business week.

## 6-11 TWO-DAY SICK LEAVE

Sick Leave is a paid absence from duty. A full-time employee is entitled to use this leave if:

- Full-time employee has completed the 90-day introductory period
- Manager's approval

Policy is redeemable for full-time employees who have completed the 90-day introductory period. The sick leave days do not accumulate over time and renew upon an employee's work anniversary. If employee meets the criteria listed above, employee is to contact the HR team with the amount of sick leave that will be used. Any remaining sick leave is forfeited upon an employee's termination.

## 6-12 STELLAR EQUIPMENT

Tech 2 salary full time employees are provided a company computer based on the discretion of the IS department as well as a Stellar phone with limits to monthly cellular data usage.

# CHAPTER 7: VOLUNTEER TIME AWAY (VTA) PROGRAM

## 7-01 VTA PROGRAM AND POLICY

### **Purpose/Goal:**

The purpose of Stellar Blue's volunteer program is to:

- Support the numerous not-for-profits we proudly call our clients
- Support volunteer activities that enhance and serve the communities in which we live and work
- Address issues that impact quality of life

The intention of this program is to create community engagement opportunities for Stellar Blue employees that are meaningful, purposeful and helps those in need. At the same time, Stellar Blue recognizes that participating in these activities will also enrich and inspire the lives of our employees. 'Community' is not defined as just local community but may encompass a global perspective.

### **Amount of Time**

All full-time employees can volunteer up to 9 hours per every six months with a preferred 501(c)(3) nonprofit status. Six-month increments run from January 1st to June 30th and starts over on July 1st to December 31st. More than one organization may be chosen. If you are not sure of the status of your chosen organization, please contact the HR manager for clarification.

- Employees will be paid at their normal pay rate for the volunteer hours taken
- Time off can be taken in the hourly increments as long as the HR manager has approved
- VTA is refreshed on January 1st and July 1st and cannot be accrued or carried over into the following six months "use it or lose it" policy.
- Usage of this time does not affect vacation accrual or sick leave usage or PTO.

### **Eligibility:**

All full-time regular employees of Stellar Blue are eligible to participate in this program after 90-days from date of full-time hire. The employee must provide reasonable notice to their supervisor and work demands can take priority over the VTA request. Employees are strongly encouraged to seek out opportunities with one of Stellar Blue's numerous not-for-project clients and partnerships. Activities with another organization will have to be approved by the HR manager. Employees can choose to volunteer independently or work together with other company members on a team volunteer activity.

### **Approval Process:**

Employees must have approval from his/her supervisor at least two weeks before the requested time away. The supervisor should consult with HR manager with any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's supervisor and HR. If approved, employee understands that during the volunteer activity, they must take a photo or submit a proof of participation to HR. Materials may be used in marketing collateral for Stellar Blue.

# CHAPTER 8: TRAINING STUDIO

## 8-01 EQUIPMENT, ROOM USE AND WIFI

All equipment and devices held within the Stellar Blue Training Studio must be checked-out and checked-in through the IS manager. If any piece of equipment or device is to be taken off campus it must be pre-approved by supervisor.

Due to the volume of equipment on the premises, if an employee is to be using the space and not sitting in the front office, sales room or front desk, the front doors must be locked. The back door must always remain locked. When scheduling meetings, the internal studio calendar needs to be referenced for scheduling conflicts. The sales manager must approve of the use of the sales conference room.

- By accessing the wireless network, the employee must acknowledge that they are of legal age, they have read, understood and agree to be bound by this agreement.
- Access to the network may be blocked, suspended or terminated at any time for any reason.
- Employee agrees not to use the wireless network for any purpose that is unlawful and takes full responsibility of acts.
- The wireless network is provided “as is” without warranties or any kind, either expressed or implied.

## 8-02 COMMUTE TO STUDIO

The studio is treated as a central location for all Stellar Blue employees. Commute to and from the studio is the equivalent of traveling to and from the office. Employees cannot track time in time accounting for the commute to and from the studio. The only exception is travel for sales purposes which need to be approved by the sales manager.

## 8-03 STUDIO KEY USAGE

In order to receive a key to the studio, an employee must:

- Be considered full-time status.
- Have approval from their direct supervisor.
- Have been given the studio tour and sign off on the studio key policy with the management.

Employees with key access to the studio are responsible for:

- Security and cleanliness of the premises, its equipment and facilities.
- Maintaining and not tampering with the position of the security cameras in place.
- Acknowledging that the use of the training studio is primarily for workshops, sales meetings and client meetings and the employee’s use of the space does not interfere.
- The key itself and knowing that the loss of the key itself forfeits the right to have a key and the employee is subject to disciplinary action.
- All items listed within the studio key policy.

## EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I am an employee of Stellar Blue Web Design LLC and its operating division of Stellar Blue Technologies. The employee handbook describes important information about Stellar Blue Technologies, and I understand that I should consult the Human Resource Department regarding any questions not answered in the handbook. I have entered my employment relationship with Stellar Blue Technologies voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Stellar Blue Technologies or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Stellar Blue Technologies policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Stellar Blue Technologies may adopt any revisions to the policies in this handbook, as it deems appropriate, in its sole and absolute discretion.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STELLAR BLUE REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_