



## **EMPLOYEE HANDBOOK**

A Manual of Employee Benefits & Personnel Policies

***Welcome to Taurus Technologies, Inc.***

You have been carefully selected to join our team. With your active involvement, support, and professionalism, Taurus Technologies (sometimes referred to as the “Company”) will continue to achieve its goals.

We are an organization that has a reputation for making “right” decisions, being professional, inspirational, and striving for excellence! Our employees use those core values to invent new solutions, meet new demands, and offer the most excellent services/products in the industry.

We believe that consistent, ethical, and quality performance in all our endeavors is critical to our success and will result in loyal, mutually beneficial relationships. As an employee, dedication to providing the best service to our customers is your top priority.

Our mission is to provide competitively priced products and high-quality service to our customers while reaching to exceed our customers’ expectations. We want to be up to date with new technologies that may benefit us as well as our customers. By fulfilling this mission, it allows us to reward our employees for their achievements, build partnerships, and serve and support the community.

We sincerely hope you will take pride in being an important part of Taurus Technologies’ success.

Taurus Technologies.....Where Collaboration Thrives, Success is Inevitable!

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### ***Employee Handbook***

This handbook contains basic information regarding the Company's workplace policies and procedures. Please do not hesitate to ask questions if something is unclear. We are committed to providing a safe, positive, and rewarding work environment. It is each employee's responsibility to read this handbook thoroughly and retain it for future reference.

Please note this handbook is not intended to imply or create an employment contract for any specific duration as the Company has an "employment at-will" relationship with its employees. This handbook is designed to acquaint you with the policies and procedures under which our Company operates. You will be advised should there be any change to this handbook.

Fringe benefits described in this handbook are provided to eligible employees as a condition of the eligible employee's continued at-will employment. All fringe benefits are forfeited at the time of employment termination, unless expressed vesting applies. Participation in any fringe benefit plan does not modify any participating employee's at-will status. Should the description of any fringe benefit plan in this handbook differ with the formal agreements, documents, or summary plan descriptions involved, the formal and complete agreements or plans supersede this handbook.

This handbook supersedes all previous Company handbooks, including all prior management memos to the extent that such memos contradict a subject or policy covered in this handbook. Keep in mind that this handbook may not address every possible situation in your daily work or environment. If you are uncertain about any policy or procedure, please check with your Manager or Human Resources.

It is the Company's policy to comply with all federal, state, or local employment law requirements. Should any specific law require something beyond what is generally described in this handbook, the provisions of the federal, state, or local law will govern.

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### ***Employment At Will***

All Company employees are employed on an “at-will” basis. “Employment at will” means that either the Company or the employee may terminate the employment relationship at any time, with or without notice or cause. The Company adheres to this employment-at-will policy for all its personnel. Although we may also set out disciplinary guidelines to avoid immediate employment termination, disciplinary action should be regarded as guidelines and in no way limits or alters your status as an at-will employee.

Although other terms and conditions of employment may change during your employment relationship with the Company, your at-will employment relationship will remain in effect throughout your employment. Only the Leadership has the authority to change the employment-at-will relationship by entering into a written agreement signed by both the employee and Leadership. No other Manager, or employee of the Company has the authority to enter any employment contract that modifies or alters in any way the Company’s employment-at-will policy.

This employment-at-will policy prevails over any other provision or language in this handbook.

### ***Equal Opportunity Policy (Non-discrimination Policy)***

The Company is an equal opportunity/affirmative action employer and will not discriminate against any legally recognized basis including, but not limited to, veteran’s status, race, color, religion, sex, sexual orientation, marital status, national origin, physical or mental disability, age or any other basis protected by federal, state, or local law. This policy of Equal Employment Opportunity and Affirmative Action applies to all aspects of employment policies and procedures, including recruitment, hiring, job assignment, compensation, training, promotions, access to benefits, discipline, and all other terms and conditions of employment and termination.

Our employment and promotion policies are based on the measurement of the individual’s skills, experience, training, initiative, competence, and other job-related qualifications. The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so will result in an undue hardship for the Company, prevent satisfactory work performance, or a stated bona fide occupational qualification exists.

If an employee feels that he or she has been subjected to or has witnessed any such discrimination, he or she should contact Human Resources. Any complaint of discrimination will be investigated thoroughly and promptly. Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. The Company will not permit retaliation by management, employees, or co-workers against anyone who reports a violation of this policy or participates in an investigation of a complaint under this policy. Should a Manager, employee, or agent of the Company be found to have violated this policy, prompt and appropriate remedial action will be taken, up to and including discharge.

### ***Americans with Disabilities Act Policy Statement***

The company is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the company’s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation imposes an undue hardship on the company. The company prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from Human Resources

and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The Company will then review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such accommodation can be made or if any other possible accommodation is appropriate. If medical documentation regarding the disability and possible accommodation is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the company to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The company prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed. The ADA does not require the Company to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (such as eyeglasses, hearing aids, wheelchairs). An employee or job applicant who has questions regarding this Policy or believes that he or she has been discriminated against based on a disability should notify Human Resources.

### ***Anti-Harassment Policy***

The Company provides a work environment that is comfortable, encourages mutual respect, promotes professional relationships between employees, and is free from all forms of illegal harassment, intimidation, hostility, or other offenses that might interfere with work performance. Illegal harassment is a course of conduct unwarranted by sound business or management practice that has the purpose or effect of denying equal employment opportunity and creating a hostile, intimidating or abusive work environment. The Company prohibits all forms of unlawful harassment including sexual harassment and harassment because of race, color, national origin, sex (gender), age, religion, disability, sexual orientation, veteran's status, or any other basis protected by federal, state, or local law. Unlawful harassment in any form, including verbal, physical and visual harassment, will not be tolerated. This policy applies to all people involved in the operation of the Company. Violations of this policy may result in disciplinary action up to and including discharge.

### ***Coverage***

The Company has a policy of zero tolerance for unlawful harassment upon an employee perpetrated by another employee, including without limitation a co-worker or Manager, an independent contractor, or a vendor. If unlawful harassment occurs, the reporting and investigation procedures discussed below will be followed. If the investigation reveals credible evidence that the allegations of unlawful harassment are true, the Company will take appropriate measures to ensure that the harassment ceases.

### ***Management Responsibility***

Management at all levels of the Company is responsible for preventing unlawful harassment in the workplace. This responsibility includes immediately reporting to Human Resources, any such conduct by any individual, whether a co-worker, Manager, independent contractor, vendor, or other non-employee, that may constitute unlawful harassment, even if the conduct was sanctioned by the recipient and regardless of how awareness of conduct was gained.

### ***Sexual Harassment***

The Company will not tolerate sexual harassment in the workplace. No employee – either male or female – should be subject to unwelcome verbal or physical conduct that is sexual in nature or that shows hostility to the employee because of the employee's gender. Sexual harassment does not refer to occasional compliments of a socially



acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

Sexual harassment prohibited by law and by this policy includes the following conduct:

- Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment (such as promotion, training, timekeeping, overtime assignments, leaves of absence);
- Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as a basis for making employment decisions;
- Unwelcome verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment; or,
- Unwelcome verbal or physical nonsexual conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Examples of conduct prohibited by this policy include:

- Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
- Threatening or taking a negative employment action (such as termination or a demotion) if sexual conduct is rejected.
- Unwelcome sexual advances.
- Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person's body).
- Unwelcome whistling, staring, or leering at another person.
- Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or appearance.
- Unwelcome sexually suggestive or flirtatious gifts.
- Unwelcome sexually suggestive or flirtatious letters, notes, e-mail, text messages or voicemail.
- Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender (including jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of physical movement).
- Displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or that demean or show hostility to a person because of the person's gender.

### ***Other Prohibited Harassment***

Other forms of prohibited harassment include any unwelcome verbal or physical conduct that belittles, shows hostility, or ridicules an individual because of race, color, religion, national origin, age, physical or mental disability, marital status, or any other protected basis and which:

- Creates an intimidating, hostile or offensive work environment.
- Unreasonably interferes with an individual's work performance.
- Adversely affects an individual's employment opportunities.

### ***Reporting Procedure***

#### **Employees:**

1. An employee who believes that he or she has been subjected to harassment by anyone is encouraged – but not required – to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
2. If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their Manager, Human Resources, or any other member of Leadership with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

#### **Managers:**

Managers are required to immediately contact Human Resources after he or she receives any complaint of harassment. If a Manager has not received a complaint but suspects that conduct might constitute harassment, the Manager must immediately contact Human Resources, regardless of how the Manager became aware of the conduct.

### ***Investigation and Resolution***

After notification of the employee's complaint, an investigation will immediately be initiated to gather all the facts about the complaint. After the investigation has been completed, a determination will be made by appropriate Leadership regarding the resolution of the case. If the investigation reveals credible evidence that the allegations of unlawful harassment are true, the Company will take appropriate measures to ensure that the harassment ceases. If warranted, disciplinary action up to and including involuntary termination will be imposed upon any individual determined by Leadership to have violated this policy. Other appropriate actions may also be considered to correct any violation or potential violation of this policy.

### ***Retaliation***

This policy strictly prohibits retaliation against employees who report a violation under this policy or who participate in investigations related to these violations. Retaliation is considered a violation of this policy and may lead to disciplinary measures, including immediate termination. Any employee who lodges a harassment complaint or cooperates in the investigation of such a complaint will be safeguarded from adverse impacts on their terms and conditions of employment and will not face discrimination or dismissal due to the complaint.

### ***Employment of Relatives***

The Company has no blanket prohibition against hiring qualified relatives of employees, except to the extent it creates a conflict of interest and will give them the same consideration as other qualified applicants. Hiring an employee's relative is, however, a potentially sensitive issue. Employees have a duty to inform Human Resources and their Manager if a relative is applying for a position with the Company. For purposes of this policy, the term "relative" means a spouse, partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

An applicant will not be hired, and an employee will not continue to be employed by the Company if, in Leadership's opinion, the hiring or continued employment of a relative would create an actual or perceived conflict of interest that would materially affect either individual's work, assignments, opportunities, and progression in the Company.

Employees are further prohibited from influencing, or attempting to influence, an employment decision in favor of a relative.

In situations where a conflict of interest may exist but can be managed appropriately, the Company may consider employing or continuing to employ a relative of an employee at the discretion of the Owners. This decision must be made with careful consideration of potential conflicts and oversight by the Owners to ensure transparency and appropriate Leadership of any conflicts that may arise.

### ***Fraternization***

The Company prohibits fraternization of a romantic nature between employees and their direct subordinates. Employees in non-supervisory positions who become involved in a romantic relationship are encouraged to report the romantic relationship to the Company by advising Human Resources and their Manager, for business planning purposes. All must be sensitive to actions that might be considered inappropriate by fellow employees. If an individual violates this provision, further action may be taken as deemed necessary in Leadership's sole discretion that can lead to disciplinary action, up to and including discharge.

### ***Tobacco Use***

The Company prohibits the use of all tobacco products on the Company's premises except for specific location(s) that may be designated as a smoking area(s). Employees are expected to limit the use of the designated smoking area(s) to breaks and lunch times and before or after working hours. Tobacco use is prohibited at any customer site or in any Company-owned vehicle at any time. This rule applies to employees, clients and all other visitors or occupants. This policy is for the health and safety of all employees.

### ***Drug and Alcohol Abuse***

The Company is committed to maintaining a work environment that is free from the influence of illegal drugs, controlled substances, and alcohol. Unlawful drug use of any kind by employees is prohibited whether on or off Company property including, but not limited to vehicles, facilities, parking lots, and customer installations. This also includes any work locations or modes of transportation to and from those locations while in the course and scope of Company employment, including locations where Company employees are conducting activities for the benefit of the Company or the Company's customers.

Likewise, possession or use of alcohol at any time on Company property during work hours is prohibited except during scheduled, company-sponsored events. All employees are expected to drink in moderation and use good judgment; use a taxi for transportation if needed.

Applicants are required to submit to a drug test as a condition of employment. A potential employee who tests positive may not receive an offer of employment, or, if a prior offer of employment has been made, such offer may be withdrawn. The types of drug testing that may be utilized include hair samples, urinalysis, saliva, blood tests or fingernail scrape.

The Company has established a random testing program for illegal drugs and controlled substances. Random drug tests may be conducted at the Company's discretion from time to time without prior announcement. Randomly tested employees who test positive for illegal drugs or controlled substances shall be subject to termination based upon the final decision made by the Company of the facts and circumstances surrounding the situation. Employees who appear to be in an impaired condition on the job may be required to submit to a test to determine whether they are impaired or under the influence of alcohol, illegal drugs, or controlled substances.

The Company reserves the right to conduct searches or inspections of Company property (work areas/vehicles) when deemed necessary to determine whether an employee is in possession of or under the influence of an illegal or controlled substance. These may be conducted at the Company's discretion from time to time without prior announcement. As a condition of employment, all employees must consent to be randomly tested, searched, or inspected. Refusal to submit to a random drug test, search or inspection shall be considered grounds for immediate termination.

### ***Corrective Action***

The Company maintains a corrective action procedure to ensure a fair method of disciplining employees. The Company may exercise its discretion to use forms of discipline that are less severe than termination in certain cases. These forms of discipline include but are not limited to verbal/written notice, and or probation. Although one or more of these types of discipline may be imposed, no formal order or system of discipline is required. The corrective action system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them with an opportunity to correct any problems. Circumstances may sometimes warrant immediate termination. Company policy on corrective action in no way limits or alters the at-will employment relationship. Employment is at mutual consent of the employee and the Company. Either the employee or the Company can terminate the employment relationship at any time, for any reason, with or without notice.

### ***Complaint Resolution***

Employees are encouraged to openly discuss questions, suggestions, and complaints with their Manager, or Human Resources so appropriate action may be taken. Careful consideration of each will be taken to improve operations. If the employee is not satisfied with the response or is not comfortable in approaching their Manager or Human Resources, the employee should contact someone in Leadership. All information discussed is confidential to the extent possible while still allowing Leadership to respond to the problem. The employee will not be adversely affected in any way because the employee chooses to use this procedure.

### ***Voluntary or Involuntary Termination of Employment***

Any employee voluntarily terminating employment should submit a resignation letter to their Manager or Human Resources. A two-week notice is appreciated. When the Company initiates a termination, the termination is considered involuntary. Involuntary terminations may occur for a variety of reasons, including with or without cause. All terminations are to be treated in a professional manner by all concerned while maintaining confidentiality. Timesheets, expenses, and overpayments must be current before employees' last day. Overpayments should be paid in full before termination. By signing the employee handbook, the employee acknowledges and authorizes that any balance due from an overpayment will be deducted from their final paycheck. The employee has the option to continue group health insurance. COBRA benefit information will be emailed to the terminating employee's personal email address.

If an employee voluntarily resigns, his or her final paycheck will be paid by direct deposit on the next regular payday or will be available for pick up at the employee's request. If an employee's employment is terminated for cause, his or her paycheck will be paid by direct deposit or available for pick up within six (6) days as prescribed by the Texas Payday Law. If an employee or former employee does not pick up his or her paycheck as scheduled or make other arrangements with his or her Manager, the paycheck will be mailed to the employee's last home address provided by the employee to the Company.

It is the employee's responsibility to maintain a valid mailing address on record with Human Resources following the termination of employment to receive any subsequent correspondence, such as Form W-2.

### ***Layoffs***

If it becomes necessary to terminate an employee, because of a decrease in work volume, re-organization, loss of customer, or other reasons, every effort will be made to place the employee in another position for which the employee is qualified. While no employee is guaranteed a severance payment, an employee who is terminated due to a layoff, reduction in force or reorganization, may receive severance.

### ***Return of Company Property***

Any company property issued to employees, such as computer equipment, tools, keys, and/or company credit card(s) must be returned to their Manager or Human Resources on the final day of employment. This also includes work documents and files in the employees' possession or control. Employees will be responsible for any lost, damaged, or unreturned items.

### ***Employment Verification***

Under no circumstances should an employee other than Human Resources provide another individual with information regarding a current or former employee. Human Resources will confirm dates of employment and position only, unless authorized in writing by a current or former employee to release compensation information.

### ***Employment Applications***

The Company may request information from your previous employers regarding your prior work record as a part of your application for employment. Any false statement made on the application for employment or during the hiring process may result in immediate discharge.

### ***Employment Classification***

There are four classifications of employees:

Regular Full-time: Full-time employees who work a minimum of 32–40-hour work week on a regularly scheduled basis. Full-time employees are eligible to receive or participate in our regular benefit plans in accordance with the employee's position and length of employment.

Regular Part-time: Part-time employees are those who work less than 32 hours in a work week on a regularly scheduled basis. While regular part-time employees may occasionally work forty (40) or more hours in a particular work week, or in a series of work weeks, that by itself will not change their regular schedule.

Temporary: An employee hired for a position required for only a specific, known duration, usually less than six months, and who is not entitled to regular benefits. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

Introductory Period: New full-time and part-time employees serve an initial introductory period during the first sixty (60) days of employment. This period provides the employee the opportunity to determine how well this new job fits with their career goals and professional preferences. It also gives the Company an opportunity to determine how well the employee performs the specific job functions. If the Company determines, in its sole discretion, that an employee's job performance does not meet the Company's reasonable expectations for the position, the Company reserves the right to immediately terminate the employee's at-will relationship within the 60-day introductory period. Neither the 60-day introductory period nor the successful completion of the introductory period is intended to modify the Company's policy of employment at will.

All employees are classified as “exempt” or “non-exempt” according to federal and state wage and hour laws:

Exempt employees: Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are not subject to federal and state overtime requirements. An employee is exempt if determined to be an executive, administrative, professional, or computer professional employee or outside sales representative as defined by the Fair Labor Standards Act.

Non-exempt (hourly) employees: Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, nonexempt employees are entitled to overtime pay of at least one-and-one-half times their regular rate for hours worked in excess of 40 in any work week. Any employee who is not classified as exempt is non-exempt.

All employees are “at-will” employees, unless specifically modified by a written employment agreement and such agreement is signed by the employee and Leadership. If you are uncertain as to your classification status, please contact your Manager or Human Resources.

### ***Employee Background Check***

Prior to making an offer of employment to a prospective new hire, the Company may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation and criminal record check. If any information obtained as a result of the background check is shown to be contrary to the new hire’s application for employment or is shown to be unfavorable then the new employee may be subject to termination of employment subject to a final decision made by the Company based on the information received from the background check.

### ***Rehiring of Former Employees***

An employee is eligible for rehire based on satisfactory job performance and a positive recommendation from previous Manager(s). In the case of a release for any reason other than reduction in staff (i.e., unsuited to position, excessive absenteeism, insubordination, etc.), it is Company policy not to rehire a former employee. Employees who are rehired will become eligible for insurance benefits and accrue personal time off after the normal waiting period. This waiting period cannot be waived unless authorized by Leadership.

### ***Immigration and Naturalization***

The U.S. Citizenship and Immigration Services requires you and the Company to provide specific information within three business days of the date your employment begins with the Company. You must complete Section 1 of Form I-9 and provide the Company with specific documents, which establish your identity and employment eligibility as specified in Form I-9. You may not continue employment without the necessary identification documents as set forth on Form I-9.

#### Employee Responsibility for Expiring Documentation:

If you are a permanent resident or hold a work permit (such as an Employment Authorization Document), it is your responsibility to ensure that your documentation remains valid throughout your employment. This includes keeping track of expiration dates and renewing any necessary documentation in a timely manner.

Failure to provide the Company with updated and valid documentation prior to the expiration date may result in suspension or termination of employment until the necessary documentation is provided. The Company will make reasonable efforts to remind you of upcoming expiration dates; however, maintaining valid work authorization is ultimately your responsibility as an employee.

### ***Minimum Age Requirements***

The Company does not employ individuals less than 16 years of age. Human Resources must receive sufficient proof that every new employee meets the minimum age eligibility requirements before he/she can be placed on payroll.

### ***Personnel Files***

Employees should keep personal information current. Any changes in name, address, telephone number, marital status, number of dependents or changes in next of kin or beneficiaries should be reported to Human Resources. Personnel files will always be kept confidential. Only authorized personnel are allowed access to personnel files. Employees are permitted to make copies of only those items or documents which they have previously signed.

All medical information will be maintained in separate files in compliance with the Americans with Disabilities Act and Title II of the Genetic Information Nondiscrimination Act of 2008. In compliance with the Health Insurance Portability & Accountability Act (HIPAA), the Company respects an employee's privacy and maintains all personal information in accordance with all applicable laws and regulations, including maintaining a separate medical file. Confidential health/medical records are not included in personnel files. The Company will safeguard confidential health/medical records from disclosure and will divulge that information only as required by law, to the employee's personal physician upon written request of the employee, or as required for workers' compensation cases.

### ***Secondary Employment***

It is expected that employees' work efforts be towards the advancement of the Company. Any outside activity shall not interfere with the efficiency of the employee's normal work activity, must be performed outside of work hours and may not include the use of Company-issued equipment. No secondary employment will be allowed that is in any way in direct competition with the Company.

### ***Remote Work***

All remote employees are required to work during the company's standard business hours. Some exceptions may apply based upon role/team and must be approved by their Manager. They must be available to answer calls and respond to emails promptly with minimal delay. While working remotely, employees are expected to comply with the Company's Dress Code. The Company reserves the right to call employees into the office at any time; this includes but is not limited to Company meetings and events. Management reserves the right to no longer offer remote work.

### ***Dress Code***

Our company fosters a casual yet professional work environment. Employees are expected to maintain a neat, and well-groomed appearance that reflects professionalism. Always aim for attire that aligns with a professional standard. If you are unsure whether something is appropriate, it is best not to wear it. Hairstyles/color, body art, and piercings are welcome, provided they contribute to a professional look. For safety reasons, employees may be required to remove piercings, gauges, or jewelry if they pose a risk in the workplace.

#### **For Field Staff:**

- Required to wear Taurus embroidered polo uniform shirts while on job sites.
- Shirts must be tucked in.
- Pants should be worn at the waist with a belt as needed.
- Only hats with the Taurus logo are permitted on job sites.
- Appearance should be clean and neat to maintain a professional look.
- Personal protective equipment when required will be instructed by job sites' safety coordinator or lead technician.

**Uniform Distribution:**

- Company shirts and hats will be provided to new employees immediately.
- All other employees will receive company attire at the beginning of the 2<sup>nd</sup> and 4<sup>th</sup> quarters of each year.
- Additional work attire may be purchased at the employee's expense.

***Work Week***

Time will be tracked on a seven (7) day work week which begins on Sunday 12:00 a.m. and ends on Saturday 11:59 p.m. An employee's schedule may vary depending on the employee's job or location. Employees should check with their Manager on questions regarding work hours. Please also reference Office Hours.

***Office Hours***

The Company's hours of operation are Monday through Friday, 8:00 am to 5:00 pm with a 1-hour lunch break. All employees are expected to be available to work during the Company's regular hours of operation each work week. Employees are also required to work whatever reasonable additional workdays or hours may be required at the discretion of the Company. With the exception of a scheduled lunch break, your Manager should be informed whenever you leave the office, whether for business or personal reasons, during regular work hours. Exempt employees are expected to work such hours as are necessary to accomplish their responsibilities, which may require work beyond regular hours of operation. Non-exempt employees should adhere to their selected work schedule daily.

***Absenteeism and Tardiness Policy***

We work as a team and require each person to be at the right place at the right time. Should an employee be late to work, the employee should verbally notify their Manager immediately, at start time at the very latest. If the employee knows in advance that he/she will be absent, the employee is required to request this time off from their Manager.

Employees who incur more than an occasional unscheduled absence or tardy will not permit us to achieve the operational standard we believe is necessary to meet our quality-of-service standards. Additionally, we believe that excessive absenteeism and tardiness imposes an undue hardship on our fellow employees. Therefore, regular, on-time attendance is a condition of continued at-will employment as we believe it is essential to our efficient business operations. Excessive absenteeism and tardiness will be addressed through the corrective action process, and includes disciplinary action, up to and including employment termination. Absenteeism does not include employees who are on an approved absence or leave under any Company policy.

Any employee who is absent from work for six (6) consecutive work weeks for any reason other than jury duty or military leave, may be terminated whether or not the absence arises from an occupational injury or illness or for an injury, illness or any other reason unrelated to the employee's employment. An employee whose absence falls under any current leave of absence policy must follow the guidelines outlined in that policy, subject to the Company's absence control policy.

***Job Abandonment***

It is critical that the Company be able to rely on the availability of its employees to perform their job. Therefore, job abandonment is a very serious job performance issue. Job abandonment includes any of the following actions (when they occur without your Manager's knowledge and permission): leaving the Company during normal work hours (outside of your lunch break); failure to return to work after a lunch break; failing to return to work after running a work-related errand.



Employees who are absent three (3) consecutive days without contacting their immediate Manager will be assumed to have voluntarily terminated (resigned) from their employment at the end of the third day missed. Any employee who abandons his or her job will be subject to disciplinary action, up to and including immediate employment termination for work-related misconduct.

### ***Telephone Use***

Employees will be expected to limit personal calls, so they do not become excessive or disruptive to the employee's work or work area.

### ***Performance Evaluations***

Each employee will be reviewed upon completing the initial evaluation period. Performance evaluations occur annually for employees with one or more years of continued employment; may be periodic as needed at the Manager's discretion. It is important that each employee understand their responsibilities and expectations. Pay increases are at the sole discretion of the Company and depend upon many factors in addition to performance, attitude, and team cooperation. A positive performance review does not guarantee an increase in pay.

### ***Performance Bonuses***

Performance bonuses or merit increases may be given to employees at the sole discretion of Management.

### ***Commissions***

For certain eligible employees who receive commission pay, the Company provides each such employee with an individual written agreement with the employee's formal commissions plan, which must be signed by the employee and Management to be effective. The plan will provide how commissions are earned and when the commissions become payable to the employee.

If there are payout errors in commissions, the employee will be expected to "do the right thing" and notify Human Resources as soon as possible. The employee will be responsible to pay back any funds sent in error to the Company. If the employee doesn't notify Human Resources, and does not pay back the funds, they will be held liable for the cost to be deducted from their paychecks to reconcile the error. In addition, the employee may be subject to disciplinary action and or termination of employment. By signing this employee handbook, the employee acknowledges and authorizes that such deduction be made in the event of an error.

### ***Payroll and Paydays***

Based on the employee's individual election, payment is made via check or direct deposit bi-weekly on Friday. Once a pay period is completed, and the employee time submitted, the payments are processed by the Company's Payroll Services. Due to the processing time required, the payment is issued to the employee a week after the end of each pay period.

### ***Overtime Compensations***

Non-exempt salaried or hourly employees will be paid at the rate of one-and-a-half (1½) times their regular hourly rate of pay for all actual hours worked in excess of 40 hours in one workweek unless the employee is subject to a fluctuating work schedule and is paid on a salary basis. By an employee's continued employment with the Company, any employee who is regularly scheduled to work a fluctuating workweek (with varying hours) agrees by acknowledgment of receipt of this handbook to calculate any overtime pay due by multiplying all hours worked over 40 in the workweek by 1 ½ the regular rate of pay for that workweek. An employee who works during a designated holiday shall receive double pay for the time worked, if there has been no adjustment to the holiday schedule.

Overtime is never at the employee's discretion. It shall only be incurred after approval by the employee's manager. Managers shall ensure that no unauthorized overtime hours are worked. Employees working overtime without approval will be subject to disciplinary action, up to and including possible termination of employment.

### ***Time Log***

Each hourly employee is required to clock in and out using "Dashboard". All Project Managers, Service Crew, Technicians, Design Engineers, and Programmers are required to log their time spent at a job site. It is important that the time logged is accurate and done in a timely manner. Time worked should never be estimated; actual time worked should be recorded. Employees are to contact their Manager for any corrections to their time sheets by the close of business each Friday to prevent inaccuracies in your pay.

### ***Direct Deposits***

To participate in the payroll direct deposit program, an employee must complete and sign the Intuit QuickBooks Payroll authorization form. Employees must attach a voided check or deposit slip from their account and submit the form through "Dashboard" upon new hire or directly to Human Resources. Employees may specify splitting up the net pay into a maximum of two (2) financial institutions if the banks are members of ACH. Employees should review their check stub weekly before payroll is processed each pay period. Any mistakes should be reported to the employee's Manager immediately to prevent inaccuracies in your pay. The Company will take the necessary steps to correct the error in a timely manner.

### ***Salary Advances***

The Company does not permit payroll advances against future earnings. Although it is not customary, if an employee uses the company credit card for personal use this will be considered an employee advance. By signing the employee handbook, the employee acknowledges and authorizes that the balance due from an employee advance will be deducted from their paycheck as repayment.

### ***Payroll Deductions***

The following mandatory deductions will be made from every employee's gross wage: federal income tax, FICA taxes (Social Security and Medicare), any applicable state taxes, and deductions under court orders, garnishments (including child support and back taxes).

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by the Company, which is deducted from each payroll check. Other voluntary contributions (if applicable), such as pension (401k) plan, are also deducted each pay period. Any deduction other than statutory deductions must be authorized by the employee. No other deduction will be made unless you specifically authorize them in writing. Please direct any questions to Human Resources.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with Human Resources immediately.

### ***Cell Phone Allowance***

Employees are given a monthly allowance to cover the cost of cell phone usage during and or after normal business hours. This allowance will be paid bi-weekly with payroll.

### ***Auto Allowance***

Designated employees who use their personal vehicle for work purposes as authorized by the Company will receive a monthly allowance (paid bi-weekly with payroll). This allowance is intended but not limited to cover fuel and mileage of such vehicle during the course of usage.

### ***Personal Vehicle for the Company Business***

Employees using their personal vehicle for Company business are required to hold a valid driver's license, carry auto collision insurance, maintain auto registration, and make routine maintenance for such vehicle(s) in use. Reimbursement for employee property losses resulting from an accident while using a personal auto on Company business will be limited to the deductible, not to exceed \$500. If the damage is determined to be caused by "gross negligence", there will be no reimbursement for the deductible.

### ***Personal Belongings***

The special things you bring to personalize your office space are a matter of your own taste; however, visitors to your workspace should not be made to feel uncomfortable with sexual or racial objects, pictures, etc. If your personal belongings are valuable, lock them up. The Company is not responsible for loss, damage, or theft of personal belongings either on Company property or anywhere else employees are working or lodging.

### ***Workspace***

All employees are responsible for ensuring jobsite working areas, workstations, supply rooms, warehouse, break rooms, conference rooms, and common areas remain neat and orderly. Spills must be immediately cleaned to avoid slip and trip hazards. Confidential material must not be exposed; ensure proper disposal of printed documentation. Items or objects that may be reasonably offensive to customers, visitors, or other employees are prohibited.

### ***Anti-Corruption***

The Company will not tolerate bribery, kickbacks, or corruption of any kind, directly or through third parties, whether explicitly prohibited by this policy or by law. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Employees are not permitted to pay or receive bribes. Employees must conduct their activities in full compliance with this policy and any applicable anti-corruption laws, including the U.S. Foreign Corrupt Practices Act of 1977, as amended ("FCPA"), the UK Bribery Act 2010, any applicable financial recordkeeping and reporting requirements, and similar laws in other countries where the Company conducts business. Employees are not permitted to give or offer anything of value, directly or indirectly, to any government official or any commercial party for the purpose of improperly obtaining or retaining a business advantage; may include but not limited to expenditures, cash, entertainment, gift, charitable contributions, loans, and favors. Similarly, employees may not solicit or accept such payments.

If a request or demand for an improper payment or other violation of this policy is made, the request or demand must be immediately rejected and reported to their Manager. The Company's policy is that no adverse employment action will be taken against any employee in retaliation for good faith reporting of a violation or suspected violation of anti-corruption laws or this policy.

### ***Trips***

Reasonable and bona fide travel expenditures paid on behalf of government officials or commercial parties may be permissible in certain circumstances, so long as there is a legitimate business need for the trip and the expenses are not lavish. Payment of cash per diems, expenses unrelated to legitimate business activities, and expenses that benefit a friend or family member of government officials or commercial parties are prohibited. Travel expenditures paid on behalf of government officials or other commercial parties outside the Company must be pre-approved by your Manager.

### ***Gifts***

Employees may not make requests to customers or prospects for gifts/trips/trade outs etc. Requests for customer gifts/expenditures should be approved in advance by Management. Employees may provide business gifts only that are approved by Management and permitted under both local law and the guidelines of the recipient's employer. The business gift is presented openly with complete transparency.

### ***Company Travel***

All travel will be in a manner consistent with this Company policy. All employees are required to submit expense reports in a timely manner. All reimbursable expenses must be accounted for on a company expense entry using "Dashboard". This includes, but is not limited to, airfare, hotels, car rentals, taxis, parking, tolls, and job expenses. An original receipt must be provided for all expenditures.

- **Company Vehicle Use Policy for Traveling Employees:**

- Permitted Use: Company vehicles may be used for essential personal errands, such as grocery shopping and going to the gym, while traveling for job-related purposes.
- Prohibited Use: Company vehicles are not to be used for any entertainment purposes. This includes, but is not limited to:
  - Visiting entertainment venues such as cinemas, theaters, amusement parks, etc.
  - Attending social events or gatherings unrelated to business purposes.
  - Any other non-essential activities that do not fall under the basic needs or company event category.

Additionally, for employees assigned trucks, the use of these vehicles is permitted for traveling to and from official company functions, meetings, or sponsored events. However, the use of company vehicles for entertainment or leisure activities is strictly prohibited. See "Prohibited Use" above. This policy ensures that company vehicles are used responsibly and primarily for work-related activities, with allowances for basic personal needs. Misuse of company vehicles for unauthorized purposes may result in disciplinary action, up to and including termination of employment. If you have any questions or require clarification regarding this policy, please contact Human Resources.

- **Air Fare:** All arrangements are made coach class through Management unless otherwise given authorization by such Manager.
- **Hotel Accommodations:** All reservations are made through Management unless otherwise given authorization by such Manager. Additional upgrades, room charges, and cancellation fees will be coded as a personal charge to the employee, which means these personal charges will be deducted from your pay in the following pay period.
- **Phone calls:** Employees are required to use their cell phone while traveling. See Cell Phone Allowance.
- **Meal Expenses:** Meals expenses are non-reimbursable as they are covered with per diem. See "Per Diem," below, for more details.
- **Company Vehicles and Vehicle Rentals:** All vehicle reservations should be made based on the best economic value for the number of passengers and job requirements. Drivers are required to be at least 25 years of age or older, hold a valid driver's license and obey all traffic and parking laws. Any parking or moving violation while in a Company or rental vehicle while on company business will be the responsibility of the employee and will not

be reimbursed. Any employee ticketed for DWI, any moving violation or vehicle violation while in a rental vehicle, company vehicle and or using their personal vehicle for company business (ticketed or otherwise) will be personally responsible for any damage to the vehicle through an agreed upon payroll deduction or other arrangements. For vehicle rentals and employee personal vehicles, the Company will not be responsible for loss due to theft. Company vehicles are not for personal use.

- **Parking and Tolls:** The Company will reimburse the employee for parking fees, tolls, and other related expenses with appropriate documentation.
- **Per Diem:** A per diem is a set amount of money paid to an employee to cover business expenses incurred while traveling away from home overnight. This per diem is intended to cover meals and other personal costs associated with company travel. While per diem is available when on travel at a job site, you must request it as an expense in Dashboard for each day in that pay period to be paid for it.

### ***Motor Vehicle Report (MVR) Policy***

#### **Motor Vehicle Report (MVR) Policy**

All Taurus Technologies, INC. (the “Company”) drivers must have a valid driver’s license with the proper class and appropriate endorsements for the vehicles they are operating; must have a satisfactory driving record; must meet all state law age requirements for operating a vehicle; and must be insurable. Drivers must not drive if their license has been suspended or revoked. A person not meeting any of the above criteria will not be allowed to operate a Company-owned or personal vehicle for Company business. If the employee's position requires use of a Company or personal vehicle, and the employee does not meet the required criteria for operating a vehicle, the employee may be terminated.

Motor Vehicle Records (MVRs) will be obtained for all new drivers at the time of hire or upon transition into a driving position, and will be reviewed every two years thereafter. An online defensive driving course is also required at the time of hire and must be completed every two years. The Company reserves the sole discretion to evaluate each driver's MVR and determine eligibility to operate a vehicle for Company business. New hires must have an MVR that meets Company standards in order to be approved as a Company Driver. Current drivers are subject to ongoing MVR evaluations. Based on the results, management may take actions including—but not limited to—restricting driving privileges, requiring additional training or monitoring, or suspending driving duties.

Traffic tickets or parking citations will not be paid by the Company and are the responsibility of the employee. All employees shall obey all local, county, state and federal laws concerning the use of all motor vehicles. **The Company strictly prohibits text messaging or using a cell phone without a handsfree device while operating a motor vehicle for Company business.** Employee drivers must report all major driving-related infractions that may impact their ability to legally or safely operate a vehicle on behalf of the Company. This includes any pending DWI/DUI charges or license suspensions. Such issues must be reported to management prior to conviction when possible, and may result in disciplinary action, up to and including termination. Work-related driving incidents, including accidents or citations occurring while operating a vehicle for Company purposes, must be reported to management immediately—even if the employee is off the clock at the time of the report.

All employees authorized to travel for Company business must provide the VP of Finance with proof of current insurance coverage when using their personal vehicles and will be subject to the same driving record review as Company Drivers.

An employee who misleads or fails to disclose his or her inability to meet the required criteria for operating a vehicle under this Policy, and operates or continues to operate a vehicle, may be subject to employment termination.

Under no circumstances may a Company vehicle be used for personal transportation or personal business of the employee without Manager's approval.

All documents including without limitation, applicant release forms, the actual MVR, annual certification of violations, annual MVR reviews, warnings and corrective action taken will be retained in the employee's personnel file.

### ***Company Property***

The Company owns and retains all ownership rights in all furniture, vehicles, computers, mobile phones, databases, network, internet, email, telephone, or other communication systems provided or made available to employees, whether used on or off Company premises or accessed remotely and is the owner of all information maintained on or accessed using such systems. The Company reserves the right to monitor such use and all information reviewed or downloaded at all times, except as may be otherwise required by law. All users should have no expectation of privacy in connection with the use of the Company's systems and/or its property.

### ***Equipment Use Policy***

The Company provides each employee with certain equipment needed to perform his or her job. Company-provided equipment may include a laptop, iPad, toolbox, or other work-related devices or tools. None of this equipment should be used for personal use or financial gain.

It is the responsibility of each employee to maintain his work environment in an orderly fashion and follow all Company guidelines to ensure its proper use and maintenance. The Company reserves the right to ask employees not to eat or drink in the vicinity of certain equipment or computer systems if believed to jeopardize the equipment, computer systems, or if it jeopardizes the safety of an employee.

### ***Loss, Destruction, or Damage to Company Property and Equipment***

Employees are responsible for the care of any property provided by the Company for use at work or in the course and scope of employment. Loss, damage or theft of Company property and equipment should be reported to Management immediately. If replacement is determined to be caused by negligence, the employee is responsible for the replacement cost. Negligence in the care and use of Company property and equipment may be considered grounds for discipline, up to and including termination.

The Company may deduct 100% of Replacement Cost from your pay if it is damaged due to your negligence, and you will be required to sign a separate wage deduction authorization if this occurs. No such deduction will reduce your pay below minimum wage for the pay period in question. It is your responsibility to ensure all Company-owned property and equipment issued is maintained in good shape, notwithstanding normal wear, and tear, and is readily available for use.

### ***Office Supplies, Company Property, and Equipment***

The Company's stationery, office supplies, and equipment should only be used for Company business. Employees cannot remove Company property, such as furniture, decor, fixtures, files, supplies, vehicles, and equipment from the Company's premises without the permission of their Manager.

### ***Employee Safety***

The Company provides coverage and protection in accordance with current Worker's Compensation laws. You will be provided with care, first-aid and emergency service, as required, for injuries or illnesses while working on the job. Please refer to Safety Manual for additional information and instructions.

All job-related injuries or illnesses are to be reported to the Safety Coordinator within 24 hours of occurrence, regardless of severity, and will be subject to alcohol and or substance abuse testing. In the case of serious injury that requires hospitalization, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report injury or accidents the day the incident occurred is a violation of the Company policy and will be considered work-related misconduct and may also lead to delayed payment of any benefits to the employee.

### ***Prohibited Items***

Employees may not bring or cause to be brought onto Company property any item that is prohibited by building policies or by law.

### ***Emergency Closings***

The Company will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, Leadership and/or Regional Directors may advise Managers to notify their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO leave. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

If there is inclement weather before the workday, Leadership or Regional Directors will send an announcement by email to all employees.

### ***Emergency Fire Procedure***

In case of a fire, follow building emergency procedures (found in your break room) and call 911 for the local fire department. Do not attempt to fight/extinguish fires that can be controlled or extinguished by portable fire extinguishers unless trained and/or competent to do so. Please reference Safety Manual for additional information.

### ***General Evacuation Procedures***

The following procedures apply to any evacuation situation:

- Become familiar with your building. Know the location of emergency exits.
- An emergency evacuation map is in the breakroom.
- Remain calm. Try to keep others calm.
- In the event an evacuation is necessary, you will be directed by the Company's appointed floor wardens. Always follow floor wardens' instructions.

- Exit the building in an organized manner. Close and secure all doors behind you. Keep quiet and listen for directions from the Department of Public Safety, the fire department or building coordinators.
- If in a building with multiple floors, use the stairs and hold handrails as exiting.
- Proceed to the designated meeting area(s).
- Notify the first responding agency of any disabled, trapped, or injured persons.
- Never re-enter the building unless directed to do so by the EHSS, the Department of Public Safety, or the fire department.

### ***Social Media Use***

From time to time, the company may take videos, photos, and other recordings of employees and use them, as well as your name, likeness, voice, quotes, and biographical information, in whole or in part, in electronic and print materials, including [www.taurustechinc.com](http://www.taurustechinc.com) and social media websites, during and after your employment with the Company. If you have any objections to using your information, please notify your Manager in writing. You should ensure that your social networking conduct is consistent with all policies contained in the Company's Standards of Conduct.

Your time spent on social media networks during work hours should be limited to avoid interference with your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, or people who work on behalf of the Company's business. Violating this policy may result in disciplinary action up to and including termination.

If you have identified as a Taurus Technology INC employee, your profile and related content is consistent with how you wish to present yourself to the Company's customers, business contacts, and fellow employees. Each employee is responsible for the content published on their social media platform. Use common sense; be thoughtful about how you present yourself on social media networks or online; respect differences, avoid obscenity, abstain from criminal, vulgar, and/or violent behavior. Do not use the Company's logo, or your Taurus Technologies INC email address on social media platforms or for personal use, unless authorized by Manager to do so. If you have any questions about the foregoing, discuss with your Manager.

### ***Software Installation, Use and Licensing***

All employees are strictly prohibited from installing software (including add-ins, plug-ins, or extensions) on the Company's computer system unless Management has pre-approved its installation. Employees cannot use cloud-based software or unauthorized devices to store company data without written approval from Management. All employees must comply with all software license agreements. Violating this policy may result in disciplinary action up to and including termination with or without prior notice.

### ***Confidential and Proprietary Information***

Employees may be exposed or given access to important company, customer, and/or vendor information, which is confidential, proprietary, and/or may be a trade secret. Information that is not public is considered proprietary information. It is the employee's responsibility to protect and maintain that confidentiality during their employment by the Company or duration of contract agreement. This includes information, whether in written, oral, electronic, or any other form, that constitutes the property of the Company, customers, and/or vendors. It may include confidential information regarding the Company's business, performance, assets, finance, forecasts, marketing, services and products, cost and pricing information, processes, programs, software (computer programs), passwords, customers, employees' personal information, and all other information and knowledge used in the daily business activity of the Company. Confidential information does not include information that is or becomes generally available to the public. Violating the Company's policy on protecting confidential information may involve discipline



up to and including termination, and/or other legal action to protect the Company's interests. Employees are not authorized to remove or make copies of any company files on their departure.

### ***Software and Internet Use Policy***

The Company recognizes the importance of legal and ethical use of software. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established Standards of Conduct. Use of the Internet is permitted and encouraged where such use supports the goals and objectives of the Company.

Company policy requires all employees to:

- Comply with current legislation;
- Do not create unnecessary business risk to the Company by their misuse of the Internet;
- Use the Internet in an acceptable manner.

The following is deemed unacceptable use or behavior:

- Creating or transmit defamatory material;
- Defeating or attempting to defeat security restrictions on company systems and applications;
- Destroying, deleting, erasing, or concealing company files or other company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of company systems;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
- Hacking into unauthorized areas; Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Introducing any form of computer virus into the corporate network;
- Making unauthorized copies of company files or other company data;
- Misrepresenting oneself or the Company;
- Sending, receiving, or accessing pornographic materials;
- Undertaking deliberate activities that waste staff effort or networked resources;
- Using abusive, discriminatory, harassing, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.

### ***Company Records***

All company records are for company use only and may only be accessed by those employees authorized to do so. Unauthorized access or use of such records is prohibited.

### ***Employment Benefits***

The Company provides a comprehensive health plan for all eligible regular full-time employees. Coverage begins on the first day of the month following the sixty-day introductory period. Medical, group life and accidental and short-term disability is covered at 100% of employee's premium. Dental and vision plans are available at the employee's expense. The benefit programs are reviewed annually and are subject to change. You will be informed before any changes, enhancements, omissions, or deletions to the benefit plans. Open enrollment for the group health plan is in June. During this time, you may make any changes to your current plan elections. For more information on the different coverage options or to make updates to your elections, please contact Human Resources.

### ***Worker's Compensation***

Worker's compensation insurance is a contract carried by the Company at no cost to employees. This insurance covers all medical bills, doctor's bills, prescription and after a designated waiting period, a set portion of the employees' wages for injuries incurred at work or on a company-sponsored function.

### ***Report Injuries Policy***

Any employee who sustains a work-related injury or illness should report the incident immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported within 24 hours to the Safety Coordinator. All reported incidents will be investigated initially by a Manager, Human Resources, and other Leadership, as needed. Investigation findings will be used and shared as lessons learned to prevent reoccurrence. The Safety Coordinator will work with the Manager to finalize investigation and will immediately inform Human Resources of the injury or illness. Human Resources will use the injury report to submit a claim to the Company's workers' compensation insurance provider. Human Resources will help the employee and the Safety Coordinator arrange appropriate medical treatment. Whenever possible, employees should be accompanied by a Manager when going for initial medical treatment. Covered medical expenses and certain wages from lost time are covered by the Company's workers' compensation insurance carrier. Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's off duty recreational, social, or athletic activity arranged by the employer. However, any injuries that occur outside of the workplace that may prevent the employee from doing their job must be reported to their manager, human resources, and be accompanied by a doctor's note with any possible restrictions, limitations, or directions to ensure the employee is safe and doesn't further injure themselves while on the job.

### ***Return-to-Work Program***

The Company maintains a proactive Return to Work policy. It is the policy of the Company to support the practice of bringing injured employees back to work, as soon as they are medically able, to a light duty work environment within the Company compatible with any physical restrictions they may have. Current positions may be adjusted to fit an injured employee's medical restriction by modifying workstations, altering specific tasks, or reducing hours based on the needs or demands of the position. If this is not possible, temporary transitional jobs may be made available either with the employee's team or through a temporary assignment with another team, as the Company needs, and availability allows.

### ***Zero Tolerance for Fraud***

Worker's compensation fraud is a punishable crime. Failure to comply with this policy may lead to disciplinary action. If you think you see fraud happening, tell your Manager immediately; this information will be kept as confidential as possible.

### ***Family and Medical Leave***

The Family and Medical Leave Act ("FMLA") gives qualifying employees up to twelve (12) weeks unpaid leave per twelve-month period to care for serious family and medical needs. Specifically, an employee who has worked for the Company during twelve (12) calendar months and 1,250 hours in the twelve months (12) preceding the requested leave period may request FMLA leave (1) because of the employee's own serious health condition, (2) to care for the employee's immediate family members (child, spouse, or parent but not a parent in-law) who has a serious health condition, (3) for the birth of a child and to bond with the newborn or, in the case of adoption or foster care, for the placement of the child and to bond with the child; or (4) if the employee experiences a qualifying exigency that arises out of the fact that the employee's spouse, parent, or child is on covered active duty or call to covered active duty status (deployment to a foreign country) in the Armed Forces.

For purposes of FMLA leave, a serious health condition means an injury, illness, impairment, or physical or mental condition that involves inpatient care at a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. It also includes pregnancy and medical conditions associated with pregnancy. FMLA leave is unpaid, unless otherwise specified.

For all FMLA, the Company will require an employee to use any unused PTO first. After all the PTO is used, the Company will pay for the next six weeks (6) under its Short-term Disability Leave policy if applicable. Any remaining leave would be unpaid. During the leave period, employees are entitled to continue their healthcare benefits; and the Company will pay the same. However, the employee is responsible for paying his/her normal monthly contribution, if any, for health care benefits. If an employee does not return from leave, the Company may, in certain circumstances, recover from the employee the cost of the continuing benefit coverage during the leave period.

### ***Military Caregiver FMLA Leave***

For eligible employees, military caregiver leave allows up to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to take care of their military relative if they have a qualifying serious injury or illness.

### ***Use of PTO During FMLA Leave***

The Company requires employees to use any unused PTO for the first days/weeks of any FMLA leave. Any company holidays that fall within the duration of FMLA leave will be counted as FMLA leave (paid or unpaid). If a company paid holiday falls during the first five (5) days of FMLA leave, the entire week (5 days) will be counted as PTO and FMLA leave. Company holidays will be paid during the paid portion of FMLA but not during the unpaid portion of FMLA.

### ***Notification and Certification***

When requesting leave, the employee must:

- Submit the written request to Human Resources (via email is acceptable) at least thirty (30) days in advance.
- Supply sufficient information for the FMLA request, as well as timing and duration of leave.
- Cooperate with all requests for information regarding whether absences qualify for FMLA. Failure to comply may result in leave being delayed or denied, and the employee may be disciplined.

Employees are required to provide medical certification for the following leave requests:

- for the employee's own serious health condition;
- to care for a family member's serious health condition;
- military caregiver leave.

The Company reserves the right to contact the medical provider directly to clarify or authenticate the certification. The Company may require a second opinion if there is a reasonable question regarding the medical certification. At the Company's expense, a medical examination by a medical provider of its own choosing may be requested. Second opinions may not be required for military caregiver leave. Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

### ***Return to Work - FMLA Leave***

The employee will be restored to their original position or a position that is substantially similar upon return, unless that employee is unable to perform the essential job functions of that position, either with or without reasonable accommodation. An employee who indicates they cannot return at the end of FMLA leave will need to provide the Company with a medical note from the employee's treating doctor explaining the medical reason for the employee's

inability to return to work. Failure to return to work after exhausting FMLA leave and employees who do not contact Human Resources or their Manager will be considered to have voluntarily resigned their position with the Company. FMLA leave may be counted as an absence under any company attendance or leave policy under certain circumstances.

Any employee returning from FMLA leave for his/her own serious health condition will need to provide an authorization form from a medical provider stating they can return to work (with or without reasonable accommodation) or a Fitness for Duty (FFD) certification signed by his/her health care provider. Any FFD will be job-related and consistent with business necessity. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided and may be subject to disciplinary action up to and including termination of employment. FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to safely resume their job duties.

### ***Intermittent FMLA Leave***

Employees who qualify for FMLA leave may take leave intermittently or on a reduced schedule basis. Employees are required to cooperate with the Company to arrange reduced work schedules or intermittent leave to minimize disruption of business operations. Intermittent FMLA leave may be taken in whole day, half-day, or hourly increments. Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

### ***Maximum Leave***

Except for, and subject to, any leave of absence or reemployment rights protected or required by law and these policies, an employee who remains on leave for more than three months in any calendar year, whether the leave is consecutive or not, may be deemed to have voluntarily resigned from company employment.

### ***Benefit Continuation (COBRA/State Continuation)***

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under the Company health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; or a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Company's group rates plus an administration fee. The Company provides each eligible employee with a separate written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Company's health insurance plan. The notice contains important information about the employees' rights and obligations, along with a premium schedule. Covered employees, spouse or dependent children must notify the Company of their intent to continue coverage and pay the premiums according to the premium schedule not later than 60 days after the employee's separation from the Company. Failure to notify the Company or pay premiums as required is notice of cancellation of this option.

In addition to COBRA, Texas State Continuation requires employers with 2 or more employees in the prior year to offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") under a company-sponsored group health plans at group rates in certain instances where coverage under the benefit plan would otherwise end. This law only applies to fully insured medical plans, and the continuation coverage period will not exceed a six (6) month period. Any questions concerning COBRA or Texas State Continuation should be directed to Human Resources.

### ***Military Leave***

As an equal opportunity employer, the Company is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The Company complies with federal and state law regarding health plan coverage during military leave. An employee entering or returning from military service is covered by a federal law known as the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. This act gives individuals involved in military service certain protections concerning previous employment. USERRA covers all employees who perform military service on either a voluntary or involuntary basis. Any employee who requests a military leave of absence should see his or her Manager or Human Resources for more information concerning the leave and reemployment.

An employee who is drafted into the Armed Services is eligible for an unpaid military leave of absence. An employee who is a member of the Armed Forces Reserves or the National Guard and is required to attend annual active duty for training or other short-term reserve or guard duty, is also eligible for an unpaid military leave of absence. Such time off will not be considered PTO leave unless requested by the employee. To preserve your reemployment rights, you should notify the Company of your military obligations as soon as possible before leaving. While absent on military leave, you will remain in good standing but will not receive pay or accrue PTO leave. However, you may choose to apply accrued but unused PTO leave to your military leave of absence, if available.

Employees who do not return to work after any leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

### ***Retirement Plan***

The Company offers a 401k plan for eligible regular full-time employees who are at least eighteen (18) years of age. You may contribute up to the IRS-mandated annual maximum across both pre-tax and Roth (post-tax) contributions. You may take your deferral to zero at any time or make any changes. You are eligible to contribute on the first day of any quarter (January 1st, April 1st, July 1st, and October 1st). This benefit is available to all eligible full-time employees that have completed the sixty-day (60) introductory period. If you do not make a deferral election in the 1<sup>st</sup> quarter of your eligibility you will be subject to automatic enrollment at 3%, each year it will increase 1% for the first three years of employment, unless you designate otherwise. Please see Human Resources for details. Details are included in the summary plan description for this benefit. If there is any discrepancy between this handbook and the plan documents, the terms and conditions of the plan documents supersede this handbook.

### ***Short-Term Disability***

Short-Term Disability (STD) leave is available for regular full-time employees after meeting our plan requirements, which if approved is paid at a rate of up to 60% of paid earnings; \$1,500.00 maximum benefit pay per week with up to thirteen (13) weeks off. Please see your benefits package for coverage details. The employee must meet with Management to discuss the amount of time they are planning to take for such leave. If an employee does not plan to return to work after their leave, the Company asks that they be forthcoming with that decision to ensure necessary staff adjustments can be made. Details are included in the summary plan description for this benefit. If there is any discrepancy between this handbook and the plan documents, the terms and conditions of the plan documents supersede this handbook.

### **Accidental Death Insurance – Group Life Insurance**

All regular full-time employees are eligible to receive Group Life insurance coverage, effective the first month following their sixty-day (60) introductory period. In the event of an accidental death, this insurance will pay up to \$15,000.00 to the employee's designated beneficiary. Details are included in the summary plan description for this benefit. If there is any discrepancy between this handbook and the plan documents, the terms and conditions of the plan documents supersede this handbook.

### ***Bereavement Leave***

Full-time employees are eligible for bereavement leave after sixty (60) days of work. If an employee's immediate family member (i.e., an employee's spouse, partner, child, mother, father, sister, brother, grandparent or corresponding in-law or "step" relation) dies, the employee will receive three (3) bereavement leave days (i.e., will receive regular pay for up to three (3) working days). An employee may request time off to attend the funeral of a person outside his/her immediate family. In such a case, the employee may elect to be compensated for such time by using his or her accrued PTO days.

### ***Jury and Witness Duty***

The Company believes in participation in jury service as it is an important part of your civic responsibility. Regular full-time and part-time employees who are required to perform jury duty will be granted up to two (2) full workdays of paid leave to serve on state or federal juries. The Company will pay jury duty at the employee's regular rate of pay for each full day of jury duty served. Temporary employees will be granted unpaid leave while serving jury duty. All employees will be granted unpaid leave if subpoenaed to testify in court. The Company complies with federal, state, and local laws with respect to reinstatement when jury service is complete.

The Company will require an employee to provide documentation of the employee's call for jury duty service to their Manager immediately upon receipt of the summons so that arrangements can be made to cover his or her work area. Employees must also provide proof of service to their Manager or Human Resources when their period of jury or witness duty is completed. If an employee is finished early or excused from jury service, the employee is expected to return to work if there is a reasonable amount of time remaining in the workday. Jury duty has no effect on benefits. Managers are to upload documentation to Employee's Dashboard profile.

### ***Personal Time Off (PTO)***

All regular full-time employees accrue personal time off (PTO) for sick/personal/vacation use. If an employee does not have available PTO hours and should need time off, they are required to take time without pay or make up their time as approved by Management, provided, however, that time must be made up in the same work week it was missed. Once the maximum hours have been reached, PTO hours will stop accruing. It is the employees' responsibility to manage their PTO using Dashboard. Except for emergencies, all vacation time must be approved in advance by Management; 3-4 weeks advanced notice. A maximum of two (2) weeks of vacation leave may be taken at a time. The Company does not compensate employees for accrued, but unused PTO upon employment termination or resignation.

Due to the unfair burden unscheduled absences place on every employee in a department by increasing their workload, these absences will be monitored. An employee will be counseled in accordance with the Company's corrective action policy for attendance when the frequency of unscheduled absences adversely affects the operations of the Company or the workloads of the employee's fellow co-workers.

PTO leave accruals are earned and available for use in the pay period following the pay period in which they are accrued after an eligible employee's successful completion of his or her ninety (90) day probationary period of employment. PTO leave is paid at the employee's regular rate of pay. PTO leave is not part of any overtime calculation for non-exempt (hourly) employees. Employees become eligible to accrue at an applicable higher accrual rate on the first day of the first pay period following the employee's anniversary date.

Once you have used all allowed PTO leave, the days over the eligible amount may be deducted from your payroll; however, the unexcused absence may also be considered under the Company's corrective action policy if the

employee does not have sufficient PTO leave to cover the absence.

PTO accrues biweekly from the first day of employment in accordance with the following schedule:

<b>Employment Period</b>	<b>Approximate Weeks Off</b>	<b>Accrued PTO – Bi-Weekly</b>	<b>Maximum PTO Hours</b>
0-2 years	2 weeks (10 days)	3.07 hours	80 hours
2-5 years	3 weeks (15 days)	4.61 hours	120 hours
5-10 years	4 weeks (20 days)	6.15 hours	160 hours
10-15 years	5 weeks (25 days)	7.69 hours	200 hours
15+ years	6 weeks (30 days)	9.23 hours	240 hours

Employees who are unable to report to work due to illness or injury or other personal reasons that do not permit advance notice, must notify their Manager before the scheduled start of the workday in accordance with the Company's Absenteeism and Tardiness policy.

Routine doctor and dental appointments and other health-related matters that require an employee to be absent during regular work hours should be scheduled for early morning or late afternoon so the employee can cover their job duties for the day.

If you are absent for three (3) or more consecutive days due to illness or injury, a fitness for work note from your medical provider may be required verifying your illness or injury and verifying that you may safely return to work. If you are absent for three (3) consecutive days without contacting your Manager or Human Resources, the Company will consider your continued absence as "job abandonment." Any employee who abandons his or her job will be subject to disciplinary action, up to and including immediate employment termination. This policy applies to all eligible regular full-time employees. Part-time and temporary employees are not eligible for PTO.

### ***Paid Holidays***

If any holiday falls on a Saturday, the preceding Friday will be a holiday. If a holiday falls on Sunday, the following Monday will be a holiday. The Company typically observes seven (7) paid holidays each calendar year. However, these holidays are subject to change based on customer needs and operational requirements: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. Please note that these holidays are not guaranteed and may be adjusted as necessary.

All employees are ineligible for holiday pay if the holiday occurs while the employee is on a leave of absence of any kind, except PTO leave. Employees must work their normally scheduled workday (approved PTO leave is acceptable) both before and after the holiday to be eligible for holiday pay. If a recognized holiday falls during an eligible employee's paid absence (such as PTO leave), holiday pay will be provided instead of the time off benefit that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime. Only regular full-time employees are eligible for full holiday pay. Holiday pay may not apply when adjustments are made to the holiday schedule. Part-time and temporary employees are not eligible for holiday pay.

Requests for time off to observe religious holidays will be granted, when possible, based on the scheduling and staffing needs of the Company. Employees should inform their Manager at least sixty (60) days in advance regarding any requested time off from work for religious observances.

### ***Mandatory/Non-Mandatory Company Events & Meetings***

- Mandatory Attendance (Quarterly Meeting, Sales Meetings, Infocomm, etc)
  - All travel is covered (Airfare, Mileage, Per Diem, Hotel, etc). The most economical travel option is recommended and requires prior approval from Leadership.
  - Hourly Employees will clock in for travel time and meeting/event duration.
  - Rideshare to/from an event or meeting; up to \$50 per ride.
    - Use of shared rides encouraged to reduce costs.
    - No reimbursement for personal detours or rides for non-business purposes.
    - No reimbursement on luxury rides.
- Non-Mandatory Attendance (I.E. Christmas Party, Picnic)
  - All travel expenses, including airfare, mileage, per diem, hotel accommodations, etc., will be covered. The most economical travel option is recommended and requires prior approval from Leadership.
  - Hourly Employees will NOT clock in for travel time to and from the event and will not clock in during the event itself.
  - Salaried employees who attend a non-mandatory event during a regular workday are required to use Paid Time Off (PTO) for the hours they are away from work.
  - Rideshare to/from an event or meeting; up to \$50 per ride.
    - Use of shared rides encouraged to reduce costs.
    - No reimbursement for personal detours or rides for non-business purposes.
    - No reimbursement on luxury rides.

### ***Company-Issued Credit Card(s) Policy***

The Company will issue corporate credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Company) with their own funds or personal credit cards. The Company will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the Company's travel and expense reimbursement policy.

If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) must be immediately repaid to the Company, and the employee will be subject to corrective action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense. By signing the employee handbook, the employee acknowledges and authorizes that any balance due will be deducted from their final paycheck.



### ***Standards of Conduct***

The Company expects all its employees to conduct themselves with the utmost professionalism, respect, fairness and integrity. It is essential that all personnel maintain the highest standards of ethical conduct in their dealings with each other and all others with whom they are involved in the course of their employment.

The following examples of employee conduct, which are not acceptable, have been developed to communicate our standards, and may result in disciplinary action, up to and including termination:

- Breach by the employee of his/her fiduciary responsibility to the Company;
- Bringing dangerous or unauthorized materials, such as firearms, explosives or other dangerous weapons on Company premises, company vendors and/or company's customers job sites (including parking lots, and entrances/exits);
- Excessive absenteeism or tardiness;
- Failure to report to work or failure to notify Management regarding attendance for three consecutive workdays.
- Being insubordinate, threatening, intimidating, disrespectful or assaulting a Manager, co-worker, customer or vendor will result in corrective action, including possible immediate discharge;
- Conduct during working hours that is disruptive to the workforce;
- Employees are expected to work in a cooperative manner with management/supervisors, co-workers, customers, and vendors;
- Rudeness or unprofessional behavior toward a customer or anyone in contact with the Company;
- Employees are expected to abide by Company policies and to cooperate fully in any investigation that the Company may undertake;
- Committing fraud or accepting bribes;
- Criminal conviction or conduct;
- Disclosure of sensitive or confidential "business secrets" of the Company, customer, prospective customer, vendor, or other business partner;
- Fighting or threatening behavior or violence on Company property or job site;
- Misrepresentation of information to obtain employment or falsification of any records;
- Sale, transfer, or use of illegal drugs on Company premises or while conducting Company business;
- Sleeping on the job;
- Theft of Company property or that belonging of another employee;
- Unauthorized consumption of alcohol during business hours;
- Unauthorized use of Company equipment;
- Misrepresentative or any deceptive practice while dealing with customers or vendors;
- Making false, vicious, or malicious statements about another employee, the Company or its products or services;
- Unlawful harassment;
- Use of abusive or threatening language to Manager, co-workers, vendors, or customers;
- Willful destruction of Company property or the property of others;
- Working overtime without authorization;
- Contributing to unsanitary conditions or poor workspace housekeeping;
- Unsatisfactory work performance;
- Violation of safety or health rules;
- Violation of any federal, state or local law or regulation, which could lead to the Company being charged with a violation of federal, state or local law or regulation;
- Violation of any employment policy or procedure as set forth in this Employee Handbook.

### **Employee's Acknowledgment of Receipt and Understanding of Employee Handbook**

I acknowledge that I have received a copy of Taurus Technologies INC's Employee Handbook (the "Handbook"), which provides important information about the Company and its policies, practices, procedures, and benefits.

I understand this Handbook is not intended to cover every situation which may arise during my at-will employment but is simply a general guide covering the Company's existing policies, procedures, practices of employment, and employee benefits. I understand that nothing in this Handbook is intended to create, or will be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term. I understand that I should consult my Manager or Human Resources if I have questions regarding this Handbook.

I understand that my employment with the Company is "at-will," and that either I or the Company may terminate our at-will employment relationship, with or without cause, at any time, for any reason or no reason.

I understand and agree that I have received, read, and understand the information outlined in the Handbook, have asked all questions that I have concerning its contents, and will comply with all policies and procedures to the best of my ability. Any written or oral statement by a Manager contrary to the Handbook is invalid and should not be relied upon by any employee.

Additionally, I understand that this signed form will be retained in my personnel file.

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Employee's Printed Name

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Employee's Signature

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Date

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Management Signature

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Date