

# The Ausley Associates

## *Employee Resource Manual*

**Ausley**  
*Associates, Inc.*



**Version 3.0**

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# Section 1 – Official Welcome to Ausley Associates, Inc.

## Official Welcome

The employees of Ausley Associates would like to formally welcome you to the Ausley family. You are joining a dynamic team of individuals, who each possess strengths that allow us to succeed as a team for our customers.

## Our Company

We are a specialized small, veteran-owned business drawing from the best that industry and the military has to offer to create a proactive, responsive workforce able to meet the Defense Industry's needs. Established in 1997 and headquartered in Southern Maryland, our core capabilities provide creative solutions to challenges encountered by NAVAIRSYSCOM and NAWCAD during the development, test, procurement, fielding, and support of platforms, weapon systems, and avionics systems.

We provide experienced, well trained experts in program management, acquisition management, system engineering, and logistics support; enabling the acquisition and engineering communities to deliver critical capabilities to the warfighter. We provide the knowledge and responsiveness of a consulting firm, but are committed to the long-term relationship. We have established a premier team to support the DoD in defining and engineering future weapon systems, advise Program Managers how to position their systems within the Family of Systems context, and realize the interoperability focus of the DoD's new business model.

Our history is one of outstanding performance and customer satisfaction - a legacy which we are proud of, and committed to preserving. We emphasize a culture that challenges every employee to understand customer needs, anticipate barriers and provide solutions, not just solve problems. We maintain a workforce composed of highly skilled industry professionals, operational experts and self-starters who operate effectively within a team environment. Our employees actively embrace a culture of dedication, uncompromising pursuit of excellence, and the principle of quality over quantity.

We want people who bring new and innovative ways to improve our existing business practices and expand our capabilities - providing achievable and practical results to our customers is at the heart of our business philosophy. We selectively recruit specific skills and personalities as well as people who understand and buy into our approach as a way to preserve our company culture. Our recruiting model emphasizes diversity within the workforce; background, experience, and perspective to challenge the status quo and optimize performance.

As a rapidly growing, forward facing company that is part of our nation's defense industry, we recognize that our employees provide the foundation which our company and the defense of our country rely on - their talent, skills, and personal dedication all contribute to supporting our mutual success!

DISCLAIMER

- All employees are hired on an “at will” basis.
- Each person’s employment is for no specific term.
- Ausley Associates, Inc. reserves the right to terminate the relationship at any time.
- Nothing in the Ausley Associates, Inc. Employee Reference Manual (ERM) should be construed as a contract or guarantee of continued employment.
- Ausley Associates, Inc. retains the right to terminate employees for serious offenses without having to go through progressive discipline.

## **Section 2 – Ausley Associates, Inc. Company Philosophy**

### **2.0 Overview**

- 2.1 Purpose
- 2.2 Values
- 2.3 Diversity, Affirmative Action and Equal Employment Opportunity
- 2.4 Open Door Policy

### **2.1 Purpose**

The purpose of Ausley Associates, Inc. is to:

- Provide value to the customer
- Compensate fairly while creating profit
- Maintain a productive and enjoyable work environment

### **2.2 Values**

#### Core Values

- Integrity in All We Do
- Exceptional Customer Satisfaction
- Excellence in Execution
- Our Culture: Innovation, Engagement, Diversity and Our Strong Brand
- Success in All We Do!

#### Integrity in All We Do

Integrity implies uncompromising ethics. Integrity requires that we follow through on commitments and hold ourselves accountable for results. We believe in being up-front and honest with each other and treating each other with respect. If we treat our customers and colleagues with integrity, then all other values will fall into place.

#### Exceptional Customer Satisfaction

We distinguish ourselves in our business environment by focusing first on our customers and their changing world, and by maintaining the flexibility necessary to meet our customers' evolving needs. We deliver exceptional levels of customer satisfaction by listening to our customers and providing solutions that meet their needs.

#### Excellence in Execution

Excellence in Execution applies to everything we do. It's what enables us to achieve customer satisfaction, improve efficiency and grow. Quality, teamwork, continuous improvement, speed and simplicity all guide us to excellence.

#### Our Culture: Innovation, Engagement, Diversity, and Our Strong Brand

We value and invest heavily in our culture and strong brand image. We respect diverse opinions and practice inclusion, openness and candor in how we work. Our brand and our traditions of innovation, growth through change, and community - combined with a focus on customer service and efficiency - provide a solid platform for success.

### Success in All we Do!

We strive constantly to make Ausley Associates, Inc., a winning competitor both today and in the future. We embrace bold strategies that will lead to our success in the business environment. We aggressively leverage our unique set of assets to provide exceptional value for our customers.

## **2.3 Diversity, Affirmative Action and Equal Employment Opportunity**

### Diversity

Ausley Associates, Inc. embraces a culture of inclusion that brings to bear the best of every employee. Ausley Associates, Inc., values and leverages diversity, our unique points of view, and common wisdom. Diversity and inclusion promote creativity and innovation that sustain a competitive advantage, fuel growth, and achieve superior performance.

### Work Environment

Employees have in common the desire to be respected. Employees at Ausley Associates, Inc., must meet the challenge of maintaining a work environment:

- Of respect, where employees feel accepted and appreciated for their contributions
- Which offers opportunities based on job performance, motivates employees to do their best
- Where every employee has the opportunity to realize his or her potential

### Affirmative Action and Equal Employment Opportunity

As a responsible business organization, Ausley Associates, Inc., is committed to Affirmative Action and the practice of Equal Employment Opportunity. Ausley Associates, Inc., conducts its business activities without regard to an individual's:

- Age
- Disability
- National Origin
- Race
- Religion
- Creed
- Sex
- Marital status
- Veteran status

## **2.4 Open Door Policy**

### Introduction

Ausley Associates, Inc., is committed to maintaining a work environment that encourages open communications between all employees. By working together, we can establish and maintain a healthy, positive and productive company that will continue to set Ausley Associates, Inc., apart from competitors.

### Intent of Policy

The overall intent of the Open Door Policy is:

- To provide an opportunity to voice concerns and opinions at all levels
- To contribute to a positive work environment

- To ensure that employees will have a full understanding of all aspects of their association with Ausley Associates, Inc.

### Philosophy

The philosophy of the Ausley Associates, Inc., Open Door Policy is to encourage employees to bring any problems, disagreements, questions, recommendations or comments to:

- Their immediate supervisor
- A representative of the Human Resources staff
- Any member of management, to include the president

*\* The **intent** of the Open Door **philosophy** is to resolve issues, not bypass levels of management. Professional courtesy requires an employee to bring these issues to their immediate supervisor first, and only seek resolution from the next level of management if satisfactory resolution is not reached, or the supervisor is part of the issue.*

## Section 3 - Principles of Business Conduct

### 3.0 Overview

- 3.1 Principles of Business Conduct
- 3.2 Standards of Conduct
- 3.3 Proprietary Information (Property Rights and Business Practices)
- 3.4 Substance Abuse Policy
- 3.5 Harassment
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- 3.14 Customer/Employee Phone Information and Device Usage
- 3.15 External Inquiries
- 3.16 Employee Privacy

### 3.1 Principles of Business Conduct

#### Introduction

The information in this section outlines the Ausley Associates, Inc., ***Principles of Business Conduct***. These principles explain the basic rules applicable to employees in their day-to-day dealings with others. These rules reflect the company's core values. If you have questions about the meaning of the Ausley Associates, Inc., Principles of Business Conduct or about applying it to a particular situation contact your immediate supervisor or a member of Human Resources.

#### Policy

Ausley Associates, Inc., is committed to the highest standards of ethical business conduct. Each employee is responsible for acting both ethically and with integrity.

#### Ethical Standards

**The desire to meet business objectives cannot be an excuse for illegal or unethical conduct.** No employee is ever authorized to commit or direct another employee or anyone acting on behalf of Ausley Associates, Inc. to commit an illegal or unethical act.

#### Compliance

All Ausley Associates, Inc., employees are required to comply with the Ausley Associates, Inc., Principles of Business Conduct.

#### Enforcement of Policy

Failure to comply with the Ausley Associates, Inc., Principles of Business Conduct will result in corrective action, which may include termination of employment.

### Retaliation

Retaliation against any employee who reports a violation of the Ausley Associates, Inc., Principles of Business Conduct in good faith is strictly forbidden, and a violation of the Ausley Associates, Inc. Principles of Business Conduct.

### Employee Responsibility

It is the employee's responsibility to:

- Understand and act in accordance with the Ausley Associates, Inc. Principles of Business Conduct
- Contact their immediate supervisor if there are questions about, the Ausley Associates, Inc. Principles of Business Conduct or its application to a particular situation or concern about possible wrongdoing
- Contact Human Resources if the employee feels it is inappropriate to discuss the matter with the supervisor
- Seek resolution with the next level of management in a similar manner to that stated in the Open Door policy if any of the preceding steps does not address the issue

## **3.2 Standards of Conduct**

### Expectations

Employees are expected to demonstrate the highest standards of behavior and to be aware of, and adhere to the Ausley Associates, Inc. Principles of Business Conduct.

### Causes for Corrective Action

Among the causes for corrective action, which may include immediate termination, are the following acts and behaviors:

- Any act of dishonesty, including but not limited to theft or misappropriation of:
  - Money
  - Business Opportunities
  - Supplies
  - Information
  - Services
  - Equipment
  - Time
- Any act which calls into question an employee's integrity or loyalty to Ausley Associates, Inc. such as:
  - Falsification of records and documents, including system manipulation
  - Competing in business with Ausley Associates, Inc.
  - Divulging proprietary or confidential information
  - Violating Ausley Associates, Inc. intellectual-property rights
  - Engaging in any criminal conduct
- Any inappropriate behavior toward other employees, customers, contractors, vendors or visitors that is:
  - Threatening
  - Coercive

- Intimidating
  - Violent
  - Harassing
  - Rude
- Any act that may create a dangerous situation, such as:
    - Possessing or bringing a weapon on Ausley Associates, Inc. premises
    - Intentional or negligent destruction of Ausley Associates, Inc. property
    - The use, possession, or sale of illegal or illicit drugs while employed by Ausley Associates Inc.
    - Reporting to work while under the influence of alcohol or illegal or illicit drugs
    - Any violence in the workplace
  - Any act of insubordination such as:
    - Refusal to perform a job assignment at the direction of management
    - Interfering with the work of another
    - Discourteous or unprofessional conduct toward customers, supervisors, co-workers, or others

#### Violation of Policies

Violation of any Ausley Associates, Inc. policy or work rules will result in corrective actions, as presented in paragraph 5.5.

#### Ausley Associates, Inc. Discretion

The lists of causes for corrective action contained in this section are not to be considered exhaustive or all inclusive, and Ausley Associates, Inc. reserves the right to discipline or discharge any employee with or without cause, as it deems appropriate at its sole discretion as permitted by law.

#### For More Information

If an employee has a question, or is in doubt as to whether certain conduct is permitted, he or she should consult with their immediate supervisor, management, or Human Resources.

### **3.3 Proprietary Information (Property Rights and Business Practices)**

#### Introduction

Information is one of the company's most valuable assets. For Ausley Associates, Inc., the ability to pursue its vision and achieve its goals depends in part upon the integrity, availability, and use of its information assets, critical systems, and resources.

#### Policy

It is Ausley Associates, Inc. policy that proprietary information, critical systems and resources be adequately protected by all users. For this reason, all employees are required to understand, sign and comply with the Ausley Associates, Inc. Employee Agreement Regarding Property Rights and Business Practices.

#### Definition

Critical systems and resources are ones used to meet a business need of the Company, which if rendered non-operational, or caused to operate in a degraded mode, would have a negative impact on Ausley Associates, Inc. and/or its ability to provide services to its employees or customers.

#### Examples

Examples of information, critical systems and resources include, but are not limited to:

- Computer equipment and systems
- Networks and associated equipment
- Conversations and messages, including voicemail
- All forms of media used by Ausley Associates, Inc.

#### Employee Responsibility

It is the employee's responsibility to:

- Protect the information, critical systems and resources to which he or she has been granted access
- Properly mark and safeguard proprietary information
- Understand, sign and comply with the Ausley Associates, Inc. Employee Agreement Regarding Property Rights and Business Practices
- Ensure that proprietary information is not discussed in unsecured areas or with persons who do not have a business need to know
- Report known or suspected unauthorized release of proprietary information to your supervisor or the Security department

#### For More Information

If employees have any questions, they should consult with either their supervisor, HR or member of management.

### **3.4 Substance Abuse Policy**

#### Purpose

Ausley Associates, Inc. fully endorses the requirements of the Federal Drug-Free Workplace Act. It is the policy of Ausley Associates, Inc. to provide a workplace free of alcohol and drugs, and to take reasonable measures to ensure that employee alcohol or drug use does not jeopardize the success of its operations, nor otherwise affect the Company, its employees or its customers.

- The use of drugs and alcohol is a concern when it interferes with the efficient and/or safe performance of work, including an employee's dependability
- Employees who are under the influence of drugs and/or alcohol are a danger not only to themselves, but to all those around them
- Addiction to drugs and/or alcohol can also severely impact an employee's performance, increase absenteeism and contribute to increased medical expenses
- As a defense contractor Ausley Associates, Inc requires the employee to obtain/maintain a security clearance – any use of illegal substances may prevent an employee's ability to obtain/maintain a clearance and be grounds for termination of employment

A major objective of this policy is to provide employees with an understanding of the Company's position as it relates to drug and alcohol related problems that may be affecting job performance and/or behavior.

Another objective is to ensure that employees understand that the use, sale, purchase, transfer or possession of illegal or illicit drugs and the abuse of alcohol are not condoned by the company. This position is taken in order to protect employees, customers, company property and the public from any danger or threat of any danger that may result.

#### Effective Date of State Legal Compliance

This policy is effective June 1, 2005 and supersedes any existing substance abuse practice or policy. This policy is mandatory in its entirety as written and will be implemented and administered in a manner consistent with any applicable federal, state and local laws and regulations.

#### Responsibilities

It is the responsibility of the Human Resources Department to take reasonable steps to ensure the dissemination of this policy to all employees. Any employee who is convicted under a criminal drug statute must notify Ausley Associates, Inc. no later than (5) days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. Criminal drug statutes include federal or non-federal criminal statutes involving the manufacture, distribution, dispensation, possession or use of any controlled substance. Any employee who violates this policy and/or is convicted under a criminal drug statute will be subject to disciplinary action, which may include termination of employment.

#### Scope

This policy is applicable to all employees of Ausley Associates, Inc.

#### Definitions

For purposes of this policy, the following terms shall have the meanings as indicated:

*Drug* - Any substance, other than alcohol, capable of causing impairment of the individual in performing on-the-job duties. A prescription drug is any substance prescribed for individual consumption by a licensed medical practitioner. A controlled substance is any drug where the sale or consumption is illegal.

*Drug Abuse* -

- The use of any drug not legally obtainable
- The use of any drug which is legally obtainable, but has not been legally obtained
- The use of any prescription drug or over-the-counter drug, which is not being used for the purpose which it was prescribed or manufactured, including being taken in quantities greater than prescribed, directed, or recommended

*Alcohol* - Ethyl alcohol and ethanol, including any alcoholic or intoxicating beverage, as those terms are commonly understood (for example, wine, beer, and liquor).

*Alcohol Abuse* - Consumption of alcohol in such quantities as may cause one to be "under the influence" of alcohol, as such term is defined herein.

*Company Premises* - All land, buildings, structures, parking lot and means of transportation owned by or leased to Ausley Associates, Inc. or its affiliated companies.

*Under the Influence* - For the purpose of this policy is defined as any employee that is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of "influence" may be established by a professional opinion, a scientifically valid test and, in certain cases, such as alcohol, by a layperson's opinion.

*Reasonable Suspicion* - Those facts and circumstances that would lead a reasonable person to suspect drug and/or alcohol abuse.

#### Prohibitions Concerning the Use, Sale, Purchase, Transfer or Possession of Drugs or Alcohol

The following are not permitted while employed by Ausley Associates, Inc.

- Using, possessing, distributing, selling, dispensing, manufacturing, transferring, offering, furnishing or being under the influence of illegal or illicit drugs or other controlled substances (as defined under state and federal laws and regulations)
- Possession of any unsealed container of alcohol or consumption of alcohol, except for moderate consumption in connection with company-authorized events at which consumption of alcohol has specifically been approved or in places of public accommodation at business affairs designed to serve a company interest. As used in this paragraph, the term "moderate consumption" means consumption of alcohol in such quantities as: (i) does not cause one to be under the influence; and (ii) does not result in one's having a blood alcohol concentration sufficiently high to have a positive test for alcohol
- Being under the influence of alcohol
- Working, without notice to the immediate supervisor or manager, while using prescription or nonprescription drugs which may impair alertness, judgment or coordination and thereby pose a safety risk to the employee, other employees, or company property. This policy does not prohibit an employee's use of prescription or nonprescription drugs under a doctor's care or instructions. Employees who believe or have been informed that their use of a legal drug may present a safety risk are to report such drug use to their immediate supervisor to ensure the safety of themselves, other employees, and company property

#### Searches of Company Property

The company reserves the right to inspect or search desks and other company property/premises at any time without notice. An employee's refusal to cooperate shall constitute insubordination and he or she will be subject to disciplinary action, up to and including termination.

#### Employee Records and Confidentiality

Any information generated as a result of an individual's participation in a rehabilitation program will be held in confidence. All investigatory materials obtained by the company under this policy, including, but not limited to, the results of drug or alcohol testing, shall be treated as confidential. Distribution of information shall be limited to those having a "need to know". Records concerning such matters shall be kept in a file separate and apart from the employee's personnel file and will be maintained as confidential at all times.

### Disciplinary Action

Compliance with this substance abuse policy is a condition of employment. Any violation of this policy may result in disciplinary action up to and including termination in accordance with company policy.

### Reservation of Rights

Ausley Associates, Inc. reserves the right to interpret, change or rescind the policy and procedures set forth herein, in whole or in part, without notice.

## **3.5 Harassment**

### Policy

It is the policy of Ausley Associates, Inc. to:

- Provide a workplace that respects all employees and is free of harassment, based on a person's sex, color, race, religion, national origin, creed, marital status, veteran status, age or disability
- Take preventive measures regarding harassment
- Remedy incidents of any harassment which occur in the course of employment
- Ensure that such incidents do not jeopardize employees, Ausley Associates, Inc. customers, or the Company

### Objectives

The objectives of this policy are to:

- Provide all employees with an understanding of the Company's position as it relates to harassment
- Ensure that all employees understand that harassment based on a person's sex, color, race, religion, national origin, creed, marital status, veteran status, age or disability is illegal and such activity will be considered a serious violation of the Standards of Conduct and The Ausley Associates, Inc. Principles of Business Conduct
- Provide an avenue for remedy to those employees who believe they are being or have been harassed
- Provide contacts for employees who have concerns or questions regarding harassment

### Definition of Harassment

For purposes of this policy, the term harassment includes, but is not limited to, degrading, offensive or intimidating conduct based on a person's sex, color, race, religion, national origin, marital status, veteran status, age or disability.

### Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. It occurs when any of the following occur:

- The victim's submission to such conduct is made explicitly or implicitly a term or condition of employment
- The victim's submission to or rejection of the conduct by the harasser is used as the basis for employment decisions and/or retaliation

- The conduct has the effect of unreasonably interfering with the victim's work performance or otherwise acts to create an objectively hostile or abusive work environment

### Gender

Harassment is not gender specific. Harassers and their victims may be of the opposite sex or of the same sex.

### Examples of Harassment

Harassment, whether verbal or non-verbal, may include the following:

- Sexual or derogatory comments about men or women
- Catcalls or comments about body parts or sex appeal
- Calling someone a "babe", a "hunk", "honey" or similar terms
- Jokes of a sexual nature
- Making someone, or his or her partner, the subject of sexual jokes
- Turning statements into sexual innuendoes
- Making kissing sounds or wolf whistles
- Writing comments of a sexual nature on walls, in elevators, restrooms, breakrooms or other locations in the workplace
- Making sexually explicit comments
- Sending letters, notes, cartoons, e-mails or audios of a sexually suggestive nature
- Leering, winking, blowing kisses or licking lips
- Grabbing parts of the body
- Displaying visually suggestive or explicit pictures such as wall posters, calendars, cartoons or screen-savers
- Downloading and displaying cartoons, videos or other sexually related material on a Ausley Associates, Inc. computer
- Negative stereotypes
- Verbal abuse

### Procedure

If an employee believes he or she is being harassed by a company employee, vendor, customer, consultant or contractor, he or she is to discuss the occurrence with either:

- His or her supervisor
- The next level of management
- Human Resources
- Any member of management with whom he or she feels comfortable discussing the problem.

This procedure applies not only to employees who may be the direct victims of harassment, but also to those who witness actions or situations that may constitute harassment.

### Investigation and Remedial Action

The Company will promptly conduct a comprehensive and confidential investigation in response to reported incidents of harassment. Any person found to have engaged in harassing conduct will be disciplined. Such disciplinary action may include termination, even for the first offense.

### For more Information

Questions regarding this policy can be addressed to Human Resources.

## **3.6 Grievance Policy**

### Procedure

If an employee identifies an issue that they believe requires consideration for resolution, for personal or company-wide purposes, as it relates to a company policy, a company employee, vendor, customer, consultant or contractor, he or she is to discuss the issue with either:

- His or her supervisor
- The next level of management
- Human Resources
- Any member of management with whom he or she feels comfortable discussing the problem

In an effort to facilitate communication and resolution of issues, any employee may submit an issue anonymously to one of the above individuals via their company mailbox.

### Investigation and Remedial Action

The Company will promptly conduct a comprehensive investigation of all issues. Issues of a personal nature will be addressed with the individual(s) to achieve resolution, maintaining the appropriate level of confidentiality. If the issues relate to company policy, a response will be presented to all employees, to include any resultant resolution.

## **3.7 Solicitation, Distribution and Posting**

### Solicitation

To avoid disruption of business activity, Ausley Associates, Inc. prohibits solicitation by an employee of another employee, during the working time of either the person soliciting or the person being solicited. Working time does not include authorized rest breaks or lunch periods. E-mail is for business use only and is not to be used for soliciting Ausley Associates, Inc. employees.

### Distribution of Literature

Employees are prohibited from distributing non-business related literature in working areas at any time. Working areas generally do not include cafeterias, rest rooms and break rooms. Persons not employed by Ausley Associates, Inc. or performing a service for Ausley Associates, Inc. shall not distribute literature or solicit employees on company premises at any time for any purpose.

### Posting

Ausley Associates, Inc. maintains bulletin boards to be used for Company business only, including Company notices to employees and posting notices required by law. Human Resources is responsible for maintaining the bulletin boards and other areas, and for removing any unauthorized materials whether posted or distributed. No employee may post or place an item on bulletin boards within company facilities without prior approval of Human Resources.

Ausley Associates, Inc. electronic bulletin boards are considered "bulletin boards" for purposes of this policy.

### Community Relations

Ausley Associates, Inc. supports and encourages employee participation in worthwhile social and community events, including charitable, social and athletic in most locations. Participation in these types of events is not mandatory and will not be reflected in an employee's performance appraisal.

### **3.8 Attendance and Punctuality**

#### Introduction

A dependable work-force is an essential element in providing high quality service to our customers. Employees are expected to be conscientious about punctuality and attendance. This responsibility is owed to co-workers and customers.

#### Policy

It is recognized that there may be occasions when legitimate circumstances cause absence from work; however, excessive absenteeism, including tardiness, is unacceptable and will result in corrective action.

#### Definition of Scheduled and Unscheduled Personal Time

- Scheduled Personal Time is arranged with management
- Unscheduled Personal Time is not prearranged with management prior to time off

Employees must contact their supervisor for detailed information regarding specific policies within their individual functional area or group

#### Reporting Absences or Being Late

Employees who are going to be late to work or absent for any reason must:

- Personally, except under emergency conditions, speak directly to the immediate supervisor/manager
- Provide as much advance notice as possible prior to the absence
- Report any unscheduled absences to immediate supervisor or a member of management prior to the absence

**Note:** Failure to properly report may lead to corrective action.

#### Employee Responsibility

Employees are responsible for good attendance and punctuality.

#### For More Information

Contact your immediate supervisor to clarify departmental attendance guidelines.

### **3.9 Professional Appearance**

#### Policy

Neat professional business wear is expected of all employees when at work.

- Men are expected to wear suits when meeting with a customer. Traditional business dress (coat and tie) is acceptable at all other times
- Women are expected to wear a suit or dress when meeting with a customer. Traditional business dress (dress, skirt, or slacks) is acceptable at all other times

### Rationale

Good taste, cleanliness and neatness in dress and grooming create a good impression and promote the professional image and brand Ausley Associates, Inc. wishes to maintain.

### When Casual Business Wear is Appropriate

Management may declare specific days or special occasions as days when casual business wear may be worn. However, employees must use good judgment and consider their schedule for the day to determine what type of attire is appropriate. Business Casual does not include apparel such as athletic shoes, flip-flops, jeans, shorts, tank tops or sweatshirts.

Personnel working in offsite locations or the customer's workplace are still entitled to business casual Fridays. However, if they are required to attend/participate in a meeting or brief, then they are required to dress appropriately. Employees representing the Company are expected to dress consistently with the norms and expectations of the meeting or event.

**Note:** As a courtesy, visitors to a facility should be advised in advance if the dress practice for that particular day or location is casual business attire.

## **3.10 Information Security (Unclassified Information)**

### Introduction

This policy covers the proper handling of unclassified information in all electronic forms including but not limited to computers and peripherals, email accounts, telephones, phone-mail and facsimile, and the networks and automated systems used to process that information. Such information and processing resources are collectively referred to herein as information resources. "Proper handling" and information "security" as used in the policy include protection from loss, unauthorized or inappropriate access or use, and denial of access as well as assurance of accuracy, completeness, timeliness, and availability.

This policy does not cover the handling of electronic forms of U. S. Government classified information; for information on proper handling of U. S. Government classified information see the company's Security Administrator.

This policy is applicable to all personnel, to include clients, employees, guests, and subcontractors, using or accessing the Company's information resources or information resources managed by the Company.

Non-compliance with the policy will be subject to Company disciplinary policies, including but not limited to denial of access to information resources, other appropriate actions, and/or termination of employment.

### Policy

It is the policy of the Company that all unclassified information handled in the course of our business is considered potentially sensitive and that certain designated information is clearly sensitive. Neither sensitive nor potentially sensitive information may be released outside of the Company without appropriate authorization. The level and form of authorization required will be determined in accordance with the responsibilities and procedures delineated below.

It is the policy of the Company that the automated systems used to generate, process, and share sensitive or potentially sensitive information must be used responsibly and protected appropriately. Electronic information and system resources managed by individuals within the Company are provided primarily for the conduct of Company business. Information resources owned or managed by the Company are only for the use by Company employees and others as designated by Company management.

Responsible use requires ensuring that the equipment and systems are used ethically and in compliance with all applicable laws and regulations. Obscene, profane, vulgar, or libelous content or harassment of any type shall not be stored, transmitted or retrieved using the Company's computers or networks or those managed by the Company. Appropriate protection requires ensuring that confidentiality, authenticity, or availability of information resources is not compromised.

Information system resources do not offer privacy to the user; any person using these resources consents to monitoring and review by the Company. The Company may exercise at any time its right to audit any information resources, and take appropriate action should unauthorized or improper usage be discovered.

#### Definitions

The following classes of information are defined to be sensitive information. This list is not intended to be all inclusive or exhaustive. Other types of information may also be sensitive, depending upon the business context. In addition, the categories may overlap in many instances.

*Statutory Designated Information:* Certain information is required by law or regulation to be protected against specific dispositions (e.g., disclosure in an unauthorized manner). For example, this information includes material protected under the Privacy Act of 1974 (PL93-579).

*Proprietary Information:* Proprietary information is data in which the owner (possibly outside of the Company) claims to have proprietary rights and has formally or informally prescribed the conditions under which it may be released. Proprietary information shall include all information released to Ausley Associates, Inc. or its employees under non-disclosure agreements. Proprietary information may be performance data, a drawing, a process, design, formula, or other information, and it need not be patented or copyrighted to be proprietary. It may be included in cost and technical portions of proposals and other data. Proprietary information may be marked in any manner dictated by the applicable policies and procedures, typically those specified by the owner.

*Privileged Information:* Privileged information is usually information which an individual, has obtained by reason of his or her position in, or relationship with, an organization, and which would not generally be available to other people.

*Company Private/Sensitive Information:* Company Private/Sensitive Information includes information related to the business processes of Ausley Associates, Inc. in the areas of Company policies and procedures, financial data, competition sensitive information, business plans, proposal and supporting data, and any information which could be used by our competitors to obtain an advantage in marketing or contracting with our customers.

### Employee Responsibility

Every employee of Ausley Associates, Inc. is responsible for the ethical use and safeguarding of sensitive or potentially sensitive information and the information systems that they use or to which they have access. Each employee shall adhere to the procedures herein and shall report any violations of this policy to their supervisor.

Business Operations, in conjunction with the President of Ausley Associates, Inc., is responsible for interpreting this policy with respect to sensitive and potentially sensitive information. Any public release of this type of information, regardless of level, is at their sole discretion; any potential impact from the release of this information will be assessed appropriately.

Supervisors are responsible for ensuring compliance with the policy within their business units.

Supervisors are also responsible for interpreting this policy with respect to information systems and networks.

Business Operations, specifically the Contract Administrator, in conjunction with the President of Ausley Associates, Inc., is responsible for establishing and distributing guidelines with respect to the sensitivity of information specific to each contract they manage. Release of any contract information will be addressed on a case-by-case basis.

Individual custodians of Proprietary Information are responsible for adhering to the handling restrictions imposed by the owner of the information.

Business Operations, specifically Human Resources, in conjunction with the President of Ausley Associates, Inc., will determine any punitive action deemed necessary under this policy.

Business Operations, specifically the Information Technology Administrator will establish procedures for assessing risks with respect to compromise of either information or information system resources and will assess the impact resulting from any reported violations or suspected violations of this policy.

Business Operations, specifically the Information Technology Administrator is responsible for the security of the systems resources used to support the Company's business. The Information Technology Administrator is responsible for development and maintenance of the Company disaster recovery plan.

Business Operations, specifically the Information Technology Administrator shall develop and maintain appropriate log-on banners to remind employees about the company's rights under this policy; which devices must display log-on banners will also be addressed; this includes confirmation that any required log-on banner is appropriately displayed and acknowledged each time an individual logs onto Company owned or operated server.

Business Operations, specifically the Information Technology Administrator, shall have sole authority to authorize auditing of information resources under this policy. Such authorization shall be coordinated in advance with the President of Ausley Associates, Inc. Personnel who perform authorized inspections of, or have access to, audit information pertinent to actions with the scope of this policy, shall at all times treat such information as confidential and shall not divulge it except as appropriate.

## Procedures

Company Private/Sensitive Information shall not be divulged except in accordance with this policy. Any request for information regarding Company operations or management structure shall be directed to the appropriate supervisor, unless the request can be satisfied through material previously approved for public release.

Business Operations, specifically the Information Technology Administrator will make recommendations with respect to establishing and maintaining the security of the Company's information resources.

Business Operations, specifically the Information Technology Administrator will publish procedures for establishing and maintaining the security, integrity, and availability of the Company's information resources.

On contracts where products are to be delivered electronically, project managers must take appropriate steps to ensure the integrity of the delivered products. Project managers must ensure that contractual requirements for information and product archiving and retention are satisfied.

Sensitive or potentially sensitive information shall not be transmitted in such a way as to incur undue risk of interception or misuse. E-mail, and specifically, Company internet access, has not been configured to afford a high level of confidentiality, integrity, or proof of source.

Transmissions of sensitive or potentially sensitive data over the Internet, or other public data services shall be encrypted, where appropriate, with a Company approved cryptographic product as defined in the Ausley Associates, Inc., Information Security Handbook, or in consultation with Business Operations, specifically the Information Technology Administrator.

Transmission that takes place totally within Company-held networks that exist solely within premises secured by the Company need not be cryptographically protected, but should still be protected in a manner commensurate with the sensitivity and value of the information.

Employees are prohibited from encrypting business-relevant, proprietary or Company information unless the keys employed have been escrowed, or can be reconstituted within a reasonable period of time. Cryptographic keys used to protect sensitive information shall be considered at least as sensitive as the information they protect and handled appropriately.

The Company will not escrow personally held keys used by employees for private communication with clients, coworkers, and other parties.

Electronic systems (including but not limited to e-mail, retrieval of USENET postings, WWW pages, and use of other Internet services) are provided primarily for the purpose of conducting business related functions and activities. Users should be aware that all communications are Company property, and may be recorded, inspected and reviewed by the Company at any time.

Company electronic messaging systems, including Internet access, are specifically for the use by employees and others as authorized. Access to these resources shall not be shared with non-employees such as family members, friends, or associates except where authorized.

In cases where Company employees are operating information system resources for clients they shall ensure appropriate isolation of those resources from Company systems and information. In general, customer resources shall be on networks or servers isolated by a security firewall from those used as a primary information resource by employees.

Upon termination of employment, the employee's access to all information management resources shall be immediately revoked.

### **3.11 Acceptable Internet Use**

#### Definition

This policy governs the use of the Internet when accessed through any Ausley Associates, Inc. computer, computer network or telecommunications system or when telecommuting on company business or on company time, regardless of location or time of the day or night. This policy applies to e-mail, news groups, Web sites and other functions related to the Internet.

#### Internet Philosophy

Employees and on-site vendors and contractors who access the Internet using any Ausley Associates, Inc. computer or system shall comply with the following guidelines. The Internet will be used for:

- Authorized business purposes
- Conducting business which furthers the interest of Ausley Associates, Inc.

Brief, occasional personal use of the Internet is generally allowed as long as it is on the employee's own time and does not interfere with the performance of job duties.

#### Waiver of Privacy

Communications over any Ausley Associates, Inc. computer, computer network, or telecommunications system is not private. Ausley Associates, Inc. reserves the right to monitor all electronic communications using these facilities, including those sent, received, downloaded, uploaded, stored or deleted by users, or that may otherwise be accessible through these Company facilities (such as the records of Web sites visited by users).

#### Responsible Usage Guidelines

When using the Internet, employees and on-site vendors and contractors are responsible for safeguarding the company's property by:

- Scanning downloaded files for viruses in accordance with the Ausley Associates, Inc. Protection of Proprietary Information Policy before accessing the file
- Complying with copyright and trademark laws and all applicable federal, state, local and international laws and regulations
- Not using any Ausley Associates, Inc. computer or system to post or transmit information, which may be publicly accessed over the Internet except for express business purposes and in accordance with the terms of this policy

#### Accessing the Internet

Employees accessing the Internet must:

- Use Internet gateways approved by Ausley Associates, Inc. as the sole method of Internet access

- Use remote access through the Ausley Associates, Inc. network standard dial-up remote access or available high-speed/broadband access mechanisms in accordance with the Ausley Associates, Inc. Protection of Proprietary Information Policy

### Internet Conduct

Employees are expected to comply with the following rules of conduct while on the Internet:

- Do not violate any Ausley Associates, Inc. policies or guidelines when accessing the Internet
- Do not represent being affiliated with Ausley Associates, Inc. or as speaking on behalf of Ausley Associates, Inc. unless: (i) it is in the furtherance of job duties and; (ii) you have received the approval from your supervisor to do so
- Do not transmit, post, display, print, forward, or otherwise disseminate material that is fraudulent, illegal, harassing, offensive, sexually explicit, obscene, threatening, infringing, defamatory or otherwise objectionable
- Do not initiate or forward to others, chain letters or other offensive messages
- Do not engage in any activity or conduct which is contrary to the best interest of, or disloyal to, Ausley Associates, Inc.

### Inappropriate Sites

Internet users shall not access inappropriate Internet sites which relate to non-business matters.

Example sites include:

- Gambling
- Sites that advocate or encourage illegal activity
- Offering the sale or distribution of illegal drugs, substances, or products
- Sites that display or encourage violence
- Sites presenting or displaying nudity or sexually explicit images, cartoons or messages
- Sites presenting or displaying racial, religious, or ethnic slurs, epithets, cartoons or messages
- The above list is not exhaustive; employees should not access any site that is potentially sensitive, inappropriate or that would be deemed to violate Ausley's Principles of Business Conduct

### Employee Responsibility

It is the employee's responsibility to understand and comply with the Ausley Associates, Inc. Acceptable Internet Use Policy. Violations of this policy are subject to disciplinary action up to and including termination.

### For More Information

If employees have questions, they should consult with their supervisor or Human Resources.

## **3.12 Time Reporting Policy**

### Policy

All employees are required to document all direct and indirect labor hours performed in accordance with the following Company policies and Federal Acquisition Regulations:

- Enter time DAILY
- Record ALL the hours worked
- Enter CORRECT account (charge) numbers for hours worked
- Explain ALL corrections

## Procedures and Information

The company uses eTimeTitan™ timesheet software as the primary tool to document labor hours worked. The procedures and information in this section establish the framework for employees to accurately record labor hours in accordance with Federal Acquisition Regulations, DCAA requirements, and company Payroll Administrator policies.

## Associates

- Only hours performed at the direction of the company and in accordance with FAR requirements, company policies, and contract parameters are allowed to be recorded as labor hours
- If an employee does not fully understand what is expected or has any questions regarding the eTimeTitan™ system, they should contact their supervisor or time sheet administrator for assistance
- Employees shall enter Indirect and Direct Labor hours into the eTimeTitan™ system on the day the work is performed. Labor hours shall not be recorded before the work is performed. If special circumstances (e.g., travel) preclude data entry on the day the work is performed, then the hours must be entered by 12:00 noon Eastern Standard Time (EST) the next business day
- Website access and a toll free ISP connection are available for offsite employees and those who are on travel. It is the employee's responsibility to ensure the ISP software functions on their computer (Contact IT personnel for assistance)
- If an employee anticipates eTimeTitan™ access will not be available for two or more days, the employee shall contact their supervisor for an alternative solution. At a minimum, the employee shall document labor hours on paper on the day the work is performed
- Personal leave, military reserve duty, or leave without pay (LWOP) may be entered in advance
- Should an employee work less than the required 80 hours in a pay period, the employee must charge personal leave or LWOP for the remaining hours
- Each employee shall submit eTimeTitan™ sheets to supervisors for approval by close of business the last workday of each pay period

## Supervisors

- Supervisors are responsible for checking the eTimeTitan™ system to ensure employees under their direct supervision are maintaining timesheets in accordance with the procedures set forth above. If you have part-time employees you must ensure that they are recording their time when working.
- Supervisors shall review and electronically submit to the payroll designee no later than 12:00 noon Eastern Standard Time on the Monday following the close of a pay period.
  - If Monday is a Holiday, then 12:00 noon Eastern Standard Time of the next company business day is the submission deadline.
  - Supervisors do not need to wait until all employees have submitted their electronic time sheets to begin the approval and submission process.
  - If a supervisor is on travel or vacation and can not review timesheet submittals, a pre-designated back-up shall be responsible to review and approve the timesheets. The supervisor is responsible for proper coordination with the timesheet administrator to ensure proper access is granted to meet deadlines stated above.

- Supervisors are expected to fully understand these procedures and the eTimeTitan™ system. It is highly encouraged that supervisors periodically review the system options with the timesheet administrator.

### 3.13 Travel Claim Policy

#### Policy

Employees are required to submit a travel claim for reimbursement and record purposes within five days following the completion of any travel executed for business.

The travel claim template is available via the Ausley Associates, Inc. website through the link for eTimeTitan™. Once in eTimeTitan™, click on the “Submit/Print” button at the top of the page. The window that appears will have a link labeled “Download Expenses Form” that will bring up the travel claim template. Save the template to your hard drive for future use.

There are three worksheets in the file. The first sheet contains the total by category for both weeks. This sheet copies information from the sheets *Week 1* and *Week 2* which contain the travel expense information for the first and second week. The *Total* sheet is protected and needs no data entry.

1. Fill in the following fields on *Week 1* as they are copied to other sheets:
2. Date (when form was filled out)
3. Departure date:
4. Return date:
5. Locations Visited:
6. Purpose of Trip:
7. Enter the date for Sunday in *Week 1* (subsequent dates are calculated)
8. Enter the following in *Week 1* or *Week 2* as appropriate
9. Enter the per diem rate for each day (place an “X” on the first and last date of travel only)
10. Enter the start and stop locations for each day
11. Enter the number of miles driven each day
12. Enter airline ticket cost on the first day of travel
13. Enter lodging for each day (subtract hotel tax which goes on the room tax line)
14. Enter telephone and rental car fuel costs for each day

**Note:** Enter the total amount charged to an Ausley Associates, Inc. American Express Card for each category for *Week 1* and *Week 2*

Once all entries have been made, all totals should be calculated. When the employee is complete, save the file creating a filename that includes the date and name of traveler.

Print out, sign and date forms. Submit the completed, signed form to your supervisor for review/approval. The Supervisor will submit the approved travel claim to the Travel Manager for processing or return the travel claim to the employee for correction of errors.

### **3.14 Customer/Employee Phone Information and Device Usage**

#### Policy

This policy serves to define the use of customer phone information or records, camera and video-equipped phones and related downloads, pictures and ringers, and any other related mobile devices that individuals may bring to the work site. This policy applies to all Ausley Associates, Inc. employees, contractors and all visitors while on company premises.

Employees who have visitors on company premises are responsible for ensuring that the visitors are made aware of, and are in compliance with, this policy.

In general, employees can not assume, or expect, privacy of information, pictures, data, etc., which are maintained on Ausley Associates, Inc., hardware such as phones, computers, PDAs, etc.

#### Phone Records

Customer and employee phone information or records should only be accessed for business purposes.

Employees who have access to account information have a heightened responsibility to safeguard the privacy of employees and customers. Ausley Associates, Inc. entrusts its employees with access to account information as a means to provide superior customer service and expects the integrity and confidentiality of the information to be maintained.

#### Camera and Video Equipment, Phones, Computers, PDAs, Other Electronic Devices

Responsible Usage Guidelines:

- When taking pictures or videos of employees or customers, permission must be gained and you must indicate the purpose of the picture
- Ausley Associates, Inc. proprietary or vendor information captured through picture or video cannot be e-mailed or posted to websites without permission from Ausley Associates, Inc.'s Human Resources Department or the specific vendor
- When assisting customers, any pictures on the customer's phone are not to be accessed or downloaded. Contents of the customer's phone are not to be discussed or forwarded
- When assisting customers, any information on the customer's computer, PDA or other electronic device is not to be accessed or downloaded. The contents of the customer's computer, PDA or other electronic device is not to be discussed or forwarded without permission
- Phones, computers, PDAs or other electronic devices, belonging to co-workers are not to be handled without permission. The contents of co-worker's phone, computer, PDA or other electronic device is not to be forwarded or shared

Screen savers or ringers that could be considered inappropriate or offensive are not permitted in the workplace.

The above list of guidelines is not exhaustive; employees, contractors and visitors are expected to use camera and video equipment in a reasonable and appropriate manner in all Ausley Associates, Inc. locations.

#### For More Information

If employees have questions, they should consult with their supervisor or Human Resources.

### **3.15 External Inquiries**

#### Introduction

From time to time, Ausley Associates, Inc. receives requests for information from various external organizations. The inquiries should be handled appropriately to safeguard Ausley Associates, Inc. proprietary and/or confidential information.

#### External Inquiries

Sources of external inquiries include:

- Media (radio, television, newspaper, magazine)
- Government agencies
- Law enforcement agencies (Federal Bureau of Investigation (FBI), state, county, city, etc.)
- Governmental and private process servers
- Special interest groups (American Civil Liberties Union (ACLU), local interest groups, attorneys, etc.)
- External attorneys who are not representing Ausley Associates, Inc. in a matter
- Friends and relatives of Ausley Associates, Inc. employees
- Third party organizing activity (local union affiliate, designated employee representative, etc.)
- Subpoena
- Business related to employees (i.e., bank loans, mortgage, etc)

#### Employee Responsibility

If an employee receives a call or visit from an external representative, it is the employee's responsibility to immediately refer the external representative to a member of management.

### **3.16 Employee Privacy**

#### Introduction

While we respect each other's privacy, Ausley Associates, Inc. has to ensure an efficient and legally compliant work environment. To that end, an employee should have no expectation that his or her communications in the workplace are private. Ausley Associates, Inc. reserves the right to the fullest extent permitted by law to review workplace communications, including internet, e-mail and voicemail communications, for any reason. Ausley Associates, Inc. also has the right to search employee's work spaces at any time.

## **Section 4 - Staffing**

### **4.0 Overview**

- 4.1 Classification of Employees
- 4.2 Work Schedules
- 4.3 Associate Referral Program
- 4.4 Employment of Former Government Employees
- 4.5 Employment of Relatives
- 4.6 Citizenship and Alien Status
- 4.7 Relocation Program
- 4.8 Employee Personnel File Access
- 4.9 Release of Employee Information

### **4.1 Classification of Employees**

#### Exempt

This classification represents employees who are exempt from the overtime provisions of the Fair Labor Standards Act, and therefore, are not eligible for overtime payments. These employees are referred to as "salaried."

#### Non-Exempt

This classification represents employees who are covered by the overtime provisions of the Fair Labor Standards Act and are eligible for approved overtime payments for hours worked in excess of 40 hours per workweek, unless otherwise provided by state law. These employees are referred to as "hourly."

#### Bargaining

This classification represents employees who are covered by a collective bargaining agreement as defined by the National Labor Relations Act.

#### Regular Full-Time

This classification represents employees who are regularly scheduled to work 40 hours per week and are eligible for benefits.

#### Regular Part-Time

This classification represents employees who are regularly scheduled to work at least 20 hours per week and are eligible for company benefits on a prorated basis.

#### Part-Time

This classification represents employees who are regularly scheduled to work up to 20 hours per week. There is no benefit eligibility.

#### Temporary

This classification represents employees who are hired by Ausley Associates, Inc. for a specific period of time, usually less than 90 consecutive workdays, and who work less than 1,000 hours per calendar year. There is no benefit eligibility.

### Occasional

This classification represents employees hired by Ausley Associates, Inc. who will work on an occasional or when needed basis. These employees have no regularly scheduled hours or scheduled frequency of work. There is no benefit eligibility.

### Intern

This classification represents employees who are hired by Ausley Associates, Inc. for a specific period of time, usually during summer breaks from school or between school semesters. Interns are to receive compensation at least equal to the federal minimum wage. There is no benefit eligibility.

### Consultant

This classification represents persons who have entered a “Consultant Agreement”. They are not an employee of Ausley Associates, Inc., and are compensated and provided benefits in accordance with the individual’s “Consultant’s Agreement”.

## **4.2 Work Schedules**

### Normal Work Schedules

Regular full-time exempt employees are scheduled to work a minimum of 80 hours per 2 week pay period, excluding meal time.

Regular full-time non-exempt employees are scheduled to work 40 hours per week, excluding meal time.

### Flexible Work Schedules

Ausley Associates, Inc. recognizes the need for flexible working arrangements to improve productivity and the balance between personal and career life. Alternative work schedules are considered on an individual basis as they apply to the Company's operations; specific state requirements; and, in some cases, by contract. Granting requests for alternative work schedules is subject to management discretion and may be limited, in some cases by contract. Certain state laws may impact the ability to implement alternative work schedules. Consult Human Resources for specific guidelines.

### Meal and Break Periods

Ausley Associates, Inc. recognizes that every employee should be afforded appropriate meal and break periods, but the Company does not designate specific meal and break periods due to the varied daily schedules by each employee in support of their respective customers.

## **4.3 Associate Referral Program**

### Introduction

Ausley Associates, Inc. recognizes that a good source for highly skilled candidates is our employees - those responsible for the tremendous success we've achieved. The referral program gives the employee a say in shaping the world around him or her by providing the company with highly skilled candidates to meet the needs of our hard-to-fill positions.

### The Program

The Associate Referral Program underscores Ausley Associates, Inc.'s commitment to "recruiting, hiring, and retaining the best talent". The purpose of this program is to ask the people most familiar with, and best able to market the company - our associates - to provide qualified referrals for selected job openings. Which job openings qualify, who can benefit from this program, and what type of rewards are available for qualified candidates that are successfully hired is described in more detail below.

**The intent of this program is to supplement our ongoing recruiting and hiring processes as a means to an end.**

The referral program allows an employee to submit recommendations for qualified friends, family members or acquaintances to fill open positions throughout the company. The employee not only benefits by surrounding him or herself with people he or she knows and trusts, but also may also be eligible for a referral bonus.

Eligible Participants - Regular full-time or part-time Ausley Associates, Inc

Non-Eligible Participants - Company President, Vice President, Business Operations, Human Resources, family members

### Qualified Job Openings

The following job openings will be considered part of this program and qualify for reward:

- Full-time job openings that are "direct labor" and billable to the customer

### Non-Qualified Job Openings

The following job openings will not be considered part of this program, and as such, will not qualify for reward:

- Part-time positions
- Positions carried on "overhead", unless business reasons dictate otherwise

### How Jobs are Determined to be Eligible

Job openings eligible for this program are subject to verification by:

- President
- Vice President
- Business Operations
- Human Resources
- The supervisor "owning" the job opening that needs to be filled

### Rewards

For each referral that is "successfully hired", a one time only check for \$1,000.00 (less applicable taxes) will be given to the referring associate.

**Note: Referral of spouses, significant others and immediate family members are not eligible candidates for receipt of the reward.**

***“Successfully hired” – a candidate who is qualified, interviewed, offered a position, accepts the offer, and starts employment with Ausley Associates, Inc.***

#### Process

The referring associate shall:

- Print and fill out the required form available from HR. Associates will only receive a referral reward for candidates with a referral form
- Attach the candidate’s resume
- Submit the filled out form and attached resume to Human Resources
- A referral reward will not be given without the form and the resume

#### Administrative Conditions

Ausley Associates, Inc. reserves the right to amend or discontinue this program at any time. The interpretation, application and administration of this program will be solely determined by the President of Ausley Associates, Inc. whose decision will be final. If you have any questions, please contact Human Resources.

Remember, we are seeking to hire those candidates that fit our culture, are qualified, have the capabilities we are looking for, are “known quantities”, and are the type of associates we want on our team.

The Associate Referral Program is part of a comprehensive approach toward recruiting and hiring qualified personnel. Conflicts will be addressed and resolved at the supervisor level.

Each referral is “valid” for a 90 day period (the focus is to fill an open position).

### **4.4 Employment of Former Government Employees**

#### Policy

Laws and guidelines of the Office of Federal Procurement Policy (OFPP) may prohibit Ausley Associates, Inc. from interviewing or hiring former government employees or consultants because of potential conflict of interest issues.

#### Rationale

Ausley Associates, Inc. has entered into contractual agreements with the government of the United States and is subject to compliance with the OFPP laws and guidelines regarding "procurement integrity" and "conflicts of interest".

Every Ausley Associates, Inc. employee is subject to these laws. Penalties may apply even when the violation was not intentional.

### **4.5 Employment of Relatives**

#### Policy

Related family members may be employed by Ausley Associates, Inc. as an employee, a contractor or as a temporary employee, as long as the situation does not create potential conflicts of interest, divided loyalties or breach of confidential information.

### List of Relatives

Persons considered related family members include the following:

- Spouse
- Stepparent
- Stepbrother
- Stepsister
- Child
- Stepchild
- Parent
- Members of the same household whether or not related, including a significant other
- Brother
- Brother-in-law
- Sister
- Sister-in-law
- Aunt
- Son-in-law
- Uncle
- Daughter-in-law
- Niece
- Mother-in-law
- Nephew
- Father-in-law
- Grandparent
- Grandparent-in-law
- Grandchild

## **4.6 Citizenship and Alien Status**

### Policy

Ausley Associates, Inc. employs only those persons legally entitled to work in the United States.

### Legal Requirement

Ausley Associates, Inc. ensures compliance with the Immigration Reform and Control Act of 1986 by hiring only those individuals who are authorized to work in the United States.

### Employee Requirements

As a condition of employment an employee is required to provide:

- Actual documents verifying identity and eligibility to work in the United States
- A completed Immigration and Naturalization Service document (INS Form I-9) within 3 business days of his or her first day of employment
- Security clearance commensurate with applicable job requirements

### Failure to Comply

Failure to comply with this requirement will result in immediate termination of employment.

## **4.7 Relocation Program**

### Program

Ausley Associates, Inc. will provide relocation assistance for employees when relocation has been approved to support business requirements. Relocation is not a guarantee of continued employment for any definite period of time.

### Purpose

The program is designed to facilitate employee transition while minimizing personal disruption and expense.

### Relocation Services

Assistance may be provided to employees in the areas of:

- Interim living options

- Household goods transportation
- Per Diem

#### Eligibility

Ausley Associates, Inc. management and Human Resources will advise employees of their eligibility for relocation assistance.

#### For More Information

Contact Human Resources to answer any questions.

## **4.8 Employee Personnel File Access**

#### Introduction

Ausley Associates, Inc. maintains information about employees in a personnel file which is kept by Human Resources.

#### Company Personnel File

The personnel file is considered the official employee file. Employees can request to review this file via a written request to Human Resources.

Ausley Associates, Inc. will provide copies as requested by an employee. There may be a reasonable charge for this service.

#### Former Employees

Former employees are not eligible to review their personnel file, unless state or federal law grants such a right.

#### Employee Responsibility

Any employee wanting to review their personnel file, must submit a written request to Human Resources.

#### For More Information

Refer to the Release of Employee Information section of this Guide.

## **4.9 Release of Employee Information**

#### Introduction

Ausley Associates, Inc. will comply with all state and federal laws and regulations regarding the release of employee information.

#### Policy

Ausley Associates, Inc. will only release the necessary employee information for the following:

- Benefit enrollment or termination
- Verification of employment
- Security clearance
- Case-by-case, as approved by the Ausley Associates, Inc. management

### Examples

- Dates of employment
- Title, position or labor category

### Employee Responsibility

Employees should refer all requests for employee information to their immediate supervisor, a member of management or Human Resources.

# Section 5 - Employee Development & Employee Relations Programs

## 5.0 Overview

- 5.1 Employee Development
- 5.2 Performance Management
- 5.3 Promotion Policy
- 5.4 Transfer Policy
- 5.5 Employee Counseling/Corrective Action
- 5.6 Employee Recognition Program

## 5.1 Employee Development

### Introduction

Ausley Associates, Inc. provides both external and internal training opportunities. External training requires pre-approval by management. Internally, the Training Coordinator is responsible for the development and delivery of Ausley Associates, Inc. training and career guidance programs.

### Overview

The employee's supervisor and/or the Training Coordinator helps the employee plan and implement his or her individual development by providing learning opportunities that will help improve current job performance, as well as, prepare for future jobs.

### What Courses are Available

The Training Coordinator provides training information on a wide variety of topics. For a complete list of available courses, including recommended curricula in specific technical areas, visit the training link soon to be available.

### Core Values

The foundation for all training comes from five Core Values which reflect business environment demands and define the employee behaviors, skills and knowledge necessary to the Company's success:

- Act with Integrity
- Focus on the Customer
- Deliver Results
- Build Relationships
- Demonstrate Leadership

### Employee Responsibility

All employees are responsible for taking advantage of the opportunities to increase personal and professional skills and knowledge through a variety of courses and development options. It is the employee's responsibility to continually look for ways to increase their professional knowledge in conjunction with whatever training is available through, or provided by the Company.

## 5.2 Performance Management (eAppraisal)

### Policy

All Ausley Associates, Inc. employees are responsible for:

- Participating in the establishment of the annual performance (eAppraisal) and developmental objectives
- Defining those attributes necessary to achieve objectives and support our culture
- Performing at a level to meet or exceed those objectives

### Purpose

The purpose of performance management (eAppraisal) at Ausley Associates, Inc. is to continuously improve upon results and how those results are accomplished.

Performance management (eAppraisal) also establishes a culture of quality, excellence and success throughout Ausley Associates, Inc. by valuing and measuring the behaviors that are critical to our success.

### Program Description

The Ausley Associates, Inc. performance management system (eAppraisal) strives to provide a road map to achieving results through:

- Clearly communicated goals and plans
- Regular dialogue, and
- Employee development activities

### Employee Responsibility

It is the employee's responsibility to:

- Learn organizational goals
- Write role-specific performance goals and behavioral objectives
- Ensure consensus with management
- Develop project plans as necessary
- Develop corrective action plans where performance is not meeting expectations
- Create a development plan for skill and career growth
- Seek feedback on performance from appropriate sources
- Document results throughout the performance period
- Meet periodically with management to review and evaluate overall performance

### How it Works

Below is a list of suggested stages in the performance management process. The list is not all inclusive. Not all stages are required in each circumstance or situation. The sequence of completing the stages is dependent upon the circumstance or situation. This process is subject to management discretion.

1. Individual functional leaders determine business goals/objectives, which are cascaded down from one level to next level.
2. At each subsequent level, individual and team objectives are determined that will ultimately support the overall business goals.
3. Individual and team objectives are aligned with the overarching business goals.

4. Behavioral categories or Core Attributes may be used to describe the critical behaviors needed to achieve the aligned goals/objectives, and foster the type of business environment desired.
5. Individual Development Plans (IDP) are created to enhance performance and career goals with additional knowledge and skills.
6. Based on the Core Attributes, a 360 assessment may be used to gather feedback from a circle of others to learn perceptions of strengths and development areas.
7. Formal performance discussions are conducted to provide both the employee and the manager an opportunity to discuss past performance and strategize for future needs.
8. Performance recognition and any salary action are defined at the end of the employee's yearly performance cycle.

### **5.3 Promotion Policy**

#### Introduction

Promotions occur when an employee accepts a job change that results in an increased level of responsibility, position, and/or span of control due to performance.

#### Policy

Employees are considered for promotion from within the company, based on demonstrated performance, opportunity and requirements.

### **5.4 Transfer Policy**

#### Introduction

Transfers occur when an employee accepts a job change as the result of a new opportunity, an internal Company shift of personnel, or a request by an employee.

#### Policy

Transfers will occur on an as needed basis, with the concurrence of the President, Vice President and respective supervisors to be effected by the resultant transfer.

Employees desiring to transfer to a new position should contact their supervisor to discuss options and desires.

All transfers will be considered based on performance, experience and recommendation of the supervisor.

### **5.5 Employee Counseling/Corrective Action**

#### Introduction

The objective of the employee counseling/corrective action process is to foster improved performance by the employee.

#### Application of the Process

The counseling/corrective action process addresses performance issues in three general categories:

- Attendance

- Work Quality
- Standards of Conduct

The stage of counseling/corrective action that will be applied in a given situation will be based upon the individual issue(s) being addressed. Management retains the discretion to place an employee in any stage of the corrective action process deemed appropriate or to proceed directly to termination.

#### Stages of Counseling/Corrective Action

When an employee continues to perform below the established standards after appropriate coaching and counseling, the corrective action process will be initiated. Neither all stages, nor the particular sequence of stages, are warranted in every circumstance. The corrective action process is subject to management discretion.

The stages for employee counseling/corrective action are outlined below:

- Verbal Counseling  
A problem solving discussion in which the supervisor will:
  - Discuss the performance issue(s) with the employee
  - Assist the employee in identifying barriers to performance
  - Establish objectives and time frames (active period) for improvement
  
- Written Counseling  
A formal documented discussion with the employee that outlines:
  - The performance issues and requirements for improvement
  - The required time frames for improvement (active period) based upon individual circumstances.
  - The consequences that will occur if the performance issues and time frames are not met
  - The employee will be expected to acknowledge receipt via signature of a document outlining the conversation and corrective action needed. The employee will receive a copy and the original will be placed in the employee's personnel file.
  
- Final Written Counseling  
A formal documented discussion with the employee that outlines:
  - Failure to achieve improvement in previously identified performance issues and requirements, or a significant violation of Company policy/standard of conduct, employee misconduct, or violation of state or federal law.
  - The required time frames for **immediate** improvement (active period) based upon individual circumstances.
  - The consequences that will occur if the performance issues and time frames are not met
  - The employee will be expected to acknowledge receipt via signature of a document outlining the conversation and corrective action needed. The employee will receive a copy and the original will be placed in the employee's personnel file.

Note: If the employee is absent for an extended period of time (e.g. a leave of absence or Short Term Disability) during the established active period of any level corrective action, the active period will be extended by the number of days the employee is absent.

#### Progression Through the Corrective Action Stages

An employee may be moved from one level of the corrective action process for any of the following reasons:

- When there are additional performance issues in the same category during the "active" period of a verbal, written or final counseling.
- When an employee is on a written counseling in one category and there are performance issues in another category sufficient enough to initiate formal corrective action, a written counseling may be issued in that category.
- When an employee has two occurrences of written counseling and there are sufficient performance issues in any category to initiate formal corrective action, a final counseling may be issued.
- When an employee is on final counseling, failure to improve performance in any category may result in termination.

Note: Ausley Associates, Inc. retains the right to terminate employees for serious offenses without requirement to go through progressive discipline.

#### Termination

If the employee's performance does not make satisfactory improvement, termination of employment will occur. Termination or placement in an advanced stage of the corrective action process may be appropriate in cases of:

- Re-occurrence of performance problems addressed previously in counseling/corrective action
- Breach or neglect of duty, or other serious failure to perform job responsibilities
- Violation of Company policies
- Violation of Company Standards of Conduct
- Other serious misconduct by an employee

Fallback Provision - If an employee's performance issues reoccur within a 90 day period of being removed from the written or final warning, the employee may be placed back on the written or final warning.

#### If Performance Improves

At any stage in the process, if the supervisor determines that the employee's performance has improved, the employee may be removed from corrective action. All written corrective action documents remain in employee personnel files.

## **5.6 Employee Recognition Programs**

#### Introduction

Recognition is a powerful motivating force for employees. Ausley Associates, Inc. uses the program, outlined below, to recognize the behaviors of individuals or teams that exemplify the purpose and values of Ausley Associates, Inc.

#### The Program

The Employee Recognition Program is a **performance based** approach that aims to provide timely and meaningful recognition to our associates for **outstanding performance**, further emphasizing our Core Values and Attributes, and supplementing our Performance Management System (eAppraisal). The Program is a way to show appreciation to employees or functional teams for their efforts in supporting the Ausley Associates, Inc. Core Values and Attributes.

### Eligibility

All Ausley Associates are eligible. The focus is at the supervisor level – demonstrating leadership at the line level. However, any associate can recommend someone for recognition to that Associate’s direct supervisor, or recommend a functional team to the President, Vice President or Human Resources.

### Examples of Performance

- Completion of a major project/assignment
- Completion of certification or training
- Cost savings to the group/Company
- Positive customer feedback (i.e Letter of Appreciation (LOA), email, verbal)
- Specific demonstration of Ausley Associates, Inc. Core Values/Attributes

### Award Categories

There are three categories of awards

- On the Spot – Recognition for a job “well done”
- Special Act – Recognition for a one time special “act”, going above and beyond normal job requirements
- Performance – Recognition for sustained outstanding performance

Each successive category carries an increased level of compensation as recognition of the performance being acknowledged.

### Award Types

There are two types of awards

- Informal – At the discretion of the supervisor and does not require a write-up to award
- Formal – Requires a recommendation/justification write-up and committee approval prior to award

### Examples of Awards or Recognition

- Monetary
- Gift Certificate
- Lunch with Supervisor
- Newsletter acknowledgement
- Call from the President

### Actions

Providing positive feedback for excellent performance is always emphasized

- Provide recommendations for our associates that are performing at levels that we should be recognizing and submit to, or discuss with the associate’s direct supervisor
- Supervisors will address recommendations, determine the appropriate category, and provide feedback in a timely manner

### Administrative Conditions

Ausley Associates, Inc. reserves the right to amend or discontinue this program at any time. The interpretation, application, and administration of this program will be solely determined by the President of Ausley Associates, Inc. whose decision will be final. If you have any questions, please contact Human Resources

### Employee Responsibility

It is the employee's responsibility to:

- Be familiar with company recognition programs
- Actively participate
- Make suggestions concerning other employees or teams worthy of recognition

## Section 6 - Compensation/Pay Practices

### 6.0 Overview

- 6.1 Compensation Program
- 6.2 Salary Actions

### 6.1 Compensation Program

#### Types of compensation

Compensation at Ausley Associates, Inc. is comprised of various components.

- Direct Pay - compensation an employee receives in cash through base salary.
- Variable Pay - compensation paid apart from an employee's base salary. It does not increase or change an employee's base salary rate of pay and may be based on individual, team and/or company performance.

#### Examples of variable pay

- Incentive/bonus plans
- Awards as the result of the Employee Recognition Program (see paragraph 5.6)

#### For more information

Ausley Associates, Inc. strives to provide employees with information regarding how the compensation program works and how they are paid through:

- Compensation and benefits statements, and
- Frequent supervisor/manager and employee communications

Employees are encouraged to discuss any questions about the salary program with their supervisor.

#### Employee responsibility

It is the employee's responsibility to:

- Understand the Ausley Associates, Inc.'s compensation program
- Discuss compensation issues with the immediate supervisor or manager

### 6.2 Salary Actions

#### Introduction

The administration of the Ausley Associates, Inc. compensation program may result in the need for salary action. Salary actions are described below.

When pay is affected by a salary action, employees are encouraged to discuss the action with their supervisor.

**Note:** Not all actions cause changes in salary.

#### Bonus Pay

Bonus Pay is given in the form of a base salary increase or a lump sum amount based on an employee's performance evaluation.

Bonus Pay is at the discretion of the company and consideration for Bonus Pay occurs each year during an employee's Annual Performance Review (eAppraisal).

#### Promotion

Salary adjustments will be made in the event of a promotion commensurate with the increased level of responsibility, position, and/or span of control. (see paragraph 5.3 Promotion Policy)

#### Transfers

A salary action may result from a transfer, but will be commensurate with the position, level of responsibility and the employee's experience.

#### Reclassification

Reclassification occurs when:

- An existing job has been altered as a result of additions or deletions of duties that could potentially change the job grade
- The job has been submitted for re-evaluation through the job grading process and it is subsequently reevaluated at a higher or lower grade

## **Section 7 - Time Away From Ausley Associates, Inc.**

### **7.0 Overview**

- 7.1 Leave of Absence
- 7.2 Family and Medical Leave Policy ([www.dol.gov/esa/regs/statutes/whd/fmla.htm](http://www.dol.gov/esa/regs/statutes/whd/fmla.htm))
- 7.3 Military Reserve Duty
- 7.4 Bereavement
- 7.5 Jury Duty
- 7.6 Holidays
- 7.7 Paid Time Off (PTO)
- 7.8 Leave Without Pay (LWOP)
- 7.9 Inclement Weather
- 7.10 Disaster Leave
- 7.11 Religious Observance

### **7.1 Leave of Absence**

#### Definition

A leave of absence is an unpaid absence to accommodate personal needs and is considered on an individual basis, given the needs of the business. Reinstatement at the end of a leave of absence is not guaranteed.

#### Returning from Leave

An employee may return to work at the end of a leave of absence, if a position is available.

Employment will cease if the employee does not return from the leave or if no position is available.

#### Procedure

The following is the procedure for an employee requesting a leave of absence.

1. Submit a request to management prior to the date of leave. State the following information in the request:
  - a. Reason for the leave
  - b. Start date requested for the leave, and
  - c. Planned date for return to work
2. Obtain written approval from the President of Ausley Associates, Inc., prior to the commencement of the leave.
3. Follow any established status reporting procedures throughout the leave of absence.
4. Continue benefits, if opted, by paying the required total cost of premiums to ensure coverage.
5. Monthly payments must be submitted by the 25<sup>th</sup> of each month to Business Operations.
6. The employee must contact his or her immediate supervisor prior to the leave expiration date to determine employment status and to coordinate possible return.

## **7.2 Family and Medical Leave Policy**

### Introduction

This policy is established in compliance with the federal Family and Medical Leave Act of 1993 ("FMLA") and incorporates all definitions set forth in the FMLA. For a more comprehensive explanation of rights, responsibilities and eligibility under the FMLA, please access the FMLA website at [www.dol.gov/esa/regs/statutes/whd/fmla.htm](http://www.dol.gov/esa/regs/statutes/whd/fmla.htm).

## **7.3 Military Reserve Duty**

### Policy

Employees will be granted time away from work to participate in Reserve training duty and Active duty assignments. National Guard duty is treated in the same manner as Reserve duty.

### Uniformed Services Employment and Reemployment Rights Act (USERRA)

Reservists, National Guard members, those called to active duty and non-military civilian workers who obtain temporary appointments as "interim disaster response personnel" during medical emergencies declared by the U.S. government are protected under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended in 1996 and 2002. Some states have enacted laws providing greater protection than USERRA. In those cases, the state law would be applicable.

### Pay

- Ausley Associates, Inc. will pay the difference between Ausley Associates, Inc. base salary and total military base pay to achieve a total amount of pay, equivalent to base salary as if the person was working. Ausley Associates, Inc. will provide this pay for up to a maximum of two work-weeks each calendar year for Reserve and National Guard training.
- Involuntary call-ups due to national emergencies, presidential declarations of military action, etc. will be handled on a situational basis.

### Benefits

Ausley Associates, Inc. provides benefits required by law for all military duty situations.

### Employee Responsibility

Employees who are members of the military reserve, who are required to take time away from work, should follow this procedure.

1. Disclose the nature of the reserve duty when employment commences or when notified by the military.
2. Submit military duty or reserve duty orders to supervisor or manager as soon as possible.
3. Submit the military Leave and Earnings Statement (LES) to payroll or Human Resources with benefit claim.
4. Return to work after duty is completed.

## **7.4 Bereavement**

### Introduction

Ausley Associates, Inc. will provide reasonable time off from work to manage the difficulties associated with the death of a family member

### Policy

Ausley Associates, Inc. provides up to three work days off with pay to aid in coping with a loss in the "immediate family". Time off with pay for bereavement of "other relatives", may be requested through the employee's supervisor. Each request will be considered on a case-by-case basis, and is dependent upon the employee's relationship with the deceased. Time off for bereavement is available at the time of death. An employee may request Personal Time or Leave Without Pay (LWOP) for additional time off.

### Immediate Family Members

Persons considered "immediate family" include:

- Spouse
- Parent
- Child
- Stepchild
- Brother
- Sister

### Other Relatives

Persons considered "Other Relatives" include:

- Aunt
- Uncle
- Niece
- Nephew
- Grandparent
- Grandchild
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Mother-in-law
- Father-in-law
- Grandparent-in-law
- Stepparent
- Stepbrother
- Stepsister

### Employee Responsibility

It is the employee's responsibility to:

- Follow company policy regarding length of bereavement absence and definition of immediate family member
- Receive management approval prior to taking time off
- Provide documentation such as a funeral program or newspaper obituary, when requested based on departmental guidelines
- Accurately report the time off for bereavement (E04) in the eTimeTitan™ payroll system

## **7.5 Jury Duty**

### Introduction

Ausley Associates, Inc. recognizes that jury duty is a civic duty and encourages employees to perform this service.

### Policy

The employee will be provided time away from work to serve in jury duty.

### Pay

An employee will receive regular base salary from Ausley Associates, Inc., in addition to actual jury duty pay received, while serving as a juror.

### Court Requirements Not Compensated

An employee is not compensated by Ausley Associates, Inc. when the employee is:

- Required to appear as a defendant
- Required to testify as a witness
- Served with a subpoena

**Note:** However, the employee may use Personal Time or Leave Without Pay (LWOP) when required to appear in court for one of the above reasons.

### When an Employee Does Not Want to Serve

An employee may elect to weigh the needs of the business with his or her interest in serving as a juror. The employee should follow excusal practices for the court if he or she does not want to serve jury duty based on business demands.

### Employee Responsibility

It is the employee's responsibility to:

- Notify management of impending jury duty by presenting a copy of the summons, upon receipt
- Receive management approval for the excused absence
- Submit to the supervisor or manager a jury duty attendance form completed by the court clerk showing date and time of duty release
- Return to work immediately for any day or partial day, if the employee is dismissed from the jury panel
- Accurately report the time off for jury duty in the eTimeTitan™ payroll system

## **7.6 Holidays**

### Policy

Regular full-time or regular part-time employees may be eligible to observe up to 10 paid holidays per year.

### Company Holidays

The Company recognizes the following holidays:

- New Year's Day
- Martin Luther King Jr., *or* the Friday following Thanksgiving Day (floating holiday)
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

**Note:** Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday.

### State Laws

Some state laws governing paid time off may differ. Contact Human Resources for an explanation of any differences.

### Employee responsibility

It is the employee's responsibility to:

- Know when the fixed holidays are observed by the department
- Follow departmental guidelines for attendance and scheduling work and non-work days during the holiday week
- Notify management prior to taking a floating holiday
- Return to work as scheduled
- Accurately report all holiday time taken in the eTimeTitan™ payroll system

## **7.7 Paid Time Off (PTO)**

### Policy

Regular full-time exempt employees earn Paid Time Off (PTO) based on length of service:

### How PTO is Earned

Employees accrue PTO at a rate identified below for every two week pay period.

Service	Eligibility	Maximum earned
0 to less than 5 years	4.62 hrs per two week pay period	120 hrs per calendar year
5 years to less than 15 years	6.16 hrs per two week pay period	160 hrs per calendar year
15+ years	7.69 hrs per two week pay period	200 hrs per calendar year
Regular part-time employees earn pro-rated Paid Time Off (PTO)		

### **Employees are allowed to accrue up to a maximum of 160 hours of PTO.**

This is a change of policy from the previous maximum of 320 hours of PTO allowed to be accrued, and will require employees to manage their accrued PTO. This policy will be phased in, becoming fully implemented on 01 January 09. Any employee with greater than 160 hours of PTO accrued as of 31 December, starting with 31 December 08, will lose any PTO hours in excess of 160 hours accrued.

### PTO Accrual

PTO hours will continue to accrue for the first 90 days an employee is out of work for FMLA leave and company paid leaves such as military reserve and Short-Term Disability (D<sub>ST</sub>). PTO hours will not accrue for any subsequent D<sub>ST</sub> benefit period, unless the employee returns to a regular schedule for at least 182 consecutive days.

### PTO Use

Employees may not take more PTO beyond what they have accrued (i.e., “go in the hole”) without written supervisor approval. Supervisors may authorize employees, on a case-by-case basis, to take more than 40 hours, but no more than 80 hours, of PTO beyond what they have accrued (i.e., “go in the hole”) with prior notification and approval by the President or Vice President.

### State Laws

Some state laws governing PTO may differ. Contact your supervisor or Human Resources for an explanation of any differences.

### When an Employee Terminates

Terminating employees are entitled to receive pay for PTO earned, but unused in the calendar year. If an employee has taken more PTO than earned, the dollar equivalent will be deducted from the final paycheck, where state law permits, in order to reconcile the amount of pay to which the employee is entitled.

## **7.8 Leave Without Pay**

### Purpose

Leave Without Pay (LWOP) provides employees the option for additional time off, subject to the needs of the business. Employees may find that this additional time off will assist in balancing work and family needs.

### Background

LWOP is based on supervisor approval and schedule availability in individual work groups. Supervisors will be asked to manage workloads to balance employees' request for LWOP and previously scheduled paid time off.

Not all departments or work groups will be able to offer LWOP due to business operations. It is up to individual supervisors to assess if granting this time off would affect the department's workload.

### Benefits

LWOP in a five day block will not affect benefits. Additional time off beyond a five day block may affect employee deductions and/or benefit eligibility. Contact Human Resources for more information.

### Eligibility

Exempt employees are eligible to request LWOP. If the request is approved by management, employees may take LWOP in full-day increments.

## **7.9 Inclement Weather**

### Introduction

In order to ensure the highest level of support and service to our customers, all Ausley Associates, Inc. facilities will officially remain open for business regardless of weather conditions.

### Ausley Associates, Inc. Inclement Weather Policy

The company follows the lead of the Patuxent River Naval Air Station.

- If the base is closed, we are closed
- If the base is open, we are open.
- If the base declares a delayed opening, we will have the same delayed opening.

First and foremost, let common sense and your concern for your own personal safety, be the basis of your decisions.

On any day with inclement weather:

- If the office is closed
  - Attempt to contact your supervisor to provide your status
  - If meaningful work can be performed at home, request authorization to do so, from your supervisor.
  
- If the office is open, and you can not make it to the office,
  - Attempt to contact your supervisor to provide your status
  - You are authorized to take leave, or
  - If meaningful work can be performed at home, request authorization to do so, from your supervisor.

Timesheet Charges

CONDITION	OFFICE CLOSED	OFFICE OPEN
TIME CHARGE	Biz OPS	Personal Leave or Leave Without Pay
	Direct Labor*	Direct Labor*
	*If meaningful work can be performed at home <u>and</u> authorization received from supervisor.	

Exceptions

- Employees on official travel are expected to continue working.
- Employees in a Leave Without Pay, military reserve status, or status other than direct or indirect labor should remain in their current status.
- Employees in remote locations are expected to continue working.

Notification Sources

Official Base Status	Television	Radio
301.342.BASE	WRC CH 4	WMDM FM 97.7
	WTTG CH 5	WSMD FM 98.3
	WJLA CH 7	WRFK FM 102.9
	WUSA CH 9	WXTR FM 104.1
		WMAL AM 630
		WTOP AM 1500

Building Closure

Under the most extreme conditions, Ausley Associates, Inc. may temporarily close operations within a locality. The highest level of local management of all resident departments together, with concurrence of the appropriate executive, have the responsibility for determining if a building is declared closed. Employees will be excused with pay until alternative arrangements can be made or the building is reopened.

In the event a facility is declared closed, some essential personnel may be required to perform work

### Building Open

Pay will be determined by departmental attendance guidelines if an employee is unable to report to work when a facility is not declared closed.

### Exempt Employees

If an exempt employee works any portion of the day, he or she will be compensated for the entire day as prescribed by the Fair Labor Standards Act.

### Employee Responsibilities

It is the employee's responsibility to:

- Follow organizational procedures for advising the supervisor, prior to the beginning of the employee's shift, if the employee is unable to report to work
- Not leave work until approval has been received from management
- Return to work when inclement weather conditions are no longer a factor
- Accurately report the work and non-work time in the eTimeTitan™ payroll system

## **7.10 Disaster Leave**

### Policy

Ausley Associates, Inc. recognizes that employees may be affected by disasters and may need assistance. Disasters can include earthquakes, floods, tornadoes, etc.

### Disasters

If a building is declared closed, employees will be excused with pay until alternative arrangements can be made or the building is reopened. The highest levels of local management of all resident departments, together with concurrence of the appropriate executive, have the responsibility for determining if a building is declared closed.

If the building is open, but an employee needs time off to attend to the effects of a disaster that endangers his or her home and personal belongings, he or she may obtain approval for up to two days of excused pay. This emergency leave may be granted by the immediate supervisor or manager.

If more than two days are required, employees must obtain supervisor approval.

### Other Information

Please refer to the Inclement Weather policy for guidance on weather-related closures and pay practices.

## **7.11 Religious Observance**

### Policy

Reasonable time off from work for religious observance may be approved by the supervisor.

### Disclosure of Requirements

If an employee has religious observance requirements which may conflict with normal work hours, the employee must disclose these requirements at the commencement of employment or as soon as it becomes known.

Pay Guidelines

Where a reasonable accommodation can be granted, a non-exempt employee is required to use available Personal Time if the absence is 5 consecutive days or less. If a non-exempt employee has exhausted all Personal Time hours, he or she may take Leave Without Pay.

## **Section 8 - Benefits/Quality of Life Programs**

### **8.0 Overview**

- 8.1 Medical and Dental
- 8.2 Short - Term Disability (D<sub>ST</sub>)
- 8.3 Long -Term Disability (D<sub>LT</sub>)
- 8.4 Ausley Associates, Inc. Retirement Savings Plan
- 8.5 Educational Assistance
- 8.6 Risk Management/Environmental, Health & Safety
- 8.7 Environmental
- 8.8 Smoke-Free Environment
- 8.9 AFLAC Supplemental Insurance

### **8.1 Medical and Dental**

#### Introduction

Ausley Associates, Inc. provides a comprehensive Medical and Dental benefits package for employees and their families who are regular full-time or regular part-time employees.

#### Benefits Options

Once eligibility requirements have been satisfied, the following benefit options are available:

- Medical (includes Vision)
- Dental
- Life Insurance and Accidental Death & Disability
- Supplemental Long Term Disability
- Health Care Reimbursement Account
- Dependent Care Reimbursement Account

#### Medical and Dental

Medical and Dental provides:

- Financial protection
- Customized selection
- Reasonable medical cost at a competitive level

Employees select from a menu of benefits and level of coverage options which best meet their needs.

#### Enrollment and Elections

Enrollment in Medical and Dental is offered at time of acceptance of employment and during an annual re-enrollment period. Elections are required prior to the effective date of coverage and are binding and irrevocable for the coverage period.

#### Status Changes

Changes in family status may permit an employee to add or drop coverage provided the change is consistent with the provider's status change provisions. See Human Resources for these forms.

### Effective Date of Coverage

The effective date of coverage will be the first of the month following one full calendar month of employment or if requested sooner

### For More Information

Contact Human Resources.

## **8.2 Short-Term Disability (D<sub>ST</sub>)**

### Benefit

Ausley Associates, Inc. provides a Short-Term Disability (D<sub>ST</sub>) benefit plan with income protection if an employee is unable to work due to occupational or non-occupational illness or injury occurring on or off the job. D<sub>ST</sub> benefits are available when eligible employees can not work due to an injury or illness and the employee is absent due to the injury or illness for more than 40 consecutive scheduled work hours.

### Eligibility

Employees must meet the D<sub>ST</sub> plan eligibility requirements, which include requiring regular full-time or regular part-time employees work at least 20 hours a week. Date of eligibility is the first day of the month following the date of employment.

### Benefit Payment Schedule

D<sub>ST</sub> is paid at 60% of base salary for specified periods of time, up to a maximum of 9 weeks, depending upon length of service.

### Re-establishment of benefits

D<sub>ST</sub> benefits are re-established when the employee returns to a regular work schedule for at least 182 calendar days.

### If D<sub>ST</sub> Benefits Exhaust

After D<sub>ST</sub> benefits are exhausted, long-term disability and/or retirement benefits may be available as described in applicable summary plan descriptions.

### Employee Responsibility

- It is the employee's responsibility to satisfy all documentation and other plan requirements.
- Failure to comply with all requirements can result in the suspension or termination of D<sub>ST</sub> benefits.
- The employee is expected to provide status updates to the supervisor as requested during the absence from work.

### For More Information

Contact Human Resources for more information or for a copy of the Short-Term Disability Plan Summary Description. The Plan Summary Description will govern any claim for benefits.

### **8.3 Long-Term Disability (D<sub>LT</sub>)**

#### Benefit

Ausley Associates, Inc. provides basic Long-Term Disability (D<sub>LT</sub>) benefits of 60% of base salary or a maximum of \$10,000.00 per month, or targeted compensation after 31 days

#### Eligibility

Regular full-time and regular part-time employees are eligible for this benefit on the first day of the full month following one month of continuous service with Ausley Associates, Inc.

The insurance company makes the final decision as to whether or not an employee is medically eligible for Long-Term Disability benefits.

#### Employment Status

D<sub>LT</sub> participants are considered terminated from Ausley Associates, Inc. Upon release from D<sub>LT</sub>, individuals interested in re-employment with Ausley Associates, Inc. must contact Human Resources regarding possible employee opportunities.

#### Employee Responsibility

It is the employee's responsibility to:

- Inform management as soon as the D<sub>ST</sub> illness or injury is anticipated to exceed six months
- Complete the Long-Term Disability Claim form and forward it to Human Resources
- Comply with insurance company requirements

#### For More Information

Contact Human Resources for more information or for a copy of the Long-Term Disability Plan Summary Description. The Plan Summary Description will govern any claim for benefits.

### **8.4 Ausley Associates, Inc. Retirement Savings Plan**

#### Introduction

To help employees prepare for retirement, Ausley Associates, Inc. offers the Retirement Savings Plan. Below is a brief summary of the plan.

#### Eligibility

Full-time employees are eligible to participate in the Retirement Savings Plan upon their date of hire. Part-time employees are eligible to participate in the Retirement Savings Plan after completing one year of service, working at least 1,000 hours during that year.

#### Enrollment

Enrollment in the plan is quick, convenient and simple.

Online. Simply visit <http://retire.hartfordlife.com> and follow the prompts to enroll.

By Phone. Call 1.800.874.2502

### Why Contribute

The Ausley Associates, Inc. Retirement Savings Plan can assist employees in reaching your retirement goals:

- Ausley Associates, Inc. will contribute 3% of an employee's salary and bonuses each pay period.
- Contributions are deducted from pay before federal income taxes, and in most cases, state and local taxes.
- Employees have the choice of a broad range of well-diversified investment options.
- Employees are 100% vested from time of enrollment

### For More Information

Access your account through <http://retire.hartfordlife.com>

## **8.5 Educational Assistance**

### Introduction

Ausley Associates, Inc. encourages the improvement of employee productivity through continuing education.

### Eligibility

The Company will provide financial assistance to regular full-time or regular part-time (working at least 20 hours per week) employees who satisfactorily complete required courses for a degree program or certificate courses through an accredited educational institution.

Employees are eligible on the first day of employment for courses that begin following the first day of employment.

Regular part-time employees receive prorated reimbursement.

### Maximum Reimbursement

Maximum annual reimbursement is \$2,000. This limit applies to the year that reimbursement is received, not the year that the course work is completed.

### Grade Completion Requirements

In order to receive reimbursement for a class, employees are required to achieve a minimum grade completion of:

- "C" or better for undergraduate course work
- "B" or better for graduate course work

Note: When the grade given is either Pass or Fail, the Pass grade will be accepted.

### Uncompleted Courses

The employee will be entitled to tuition reimbursement up to the limits of the program when he or she does not complete an approved course because of:

- Required military service
- An approved transfer at the Company's request
- Job elimination

### If an Employee Terminates

If an employee terminates employment prior to the completion of the course, tuition reimbursement is not available.

### Approved Expenses

Employees can expect to receive reimbursement for:

- Approved tuition costs
- Required placement and admission exams
- Registration and other required fees
- Required textbooks or course videos

### Non-Reimbursable Items and Programs

Non reimbursable items and programs include the following:

- Physical exams for admission
- Deferred payment processing or other financing fees
- Internet Service Provider (ISP) fees
- Software not stated as required course material
- Late registration fees
- Optional facility fees
- Other optional charges
- Review/preparatory courses (i.e., CPA and BAR review)
- CPA exam (unless required for current position)
- Meals
- Parking fees
- Travel
- Study aides
- Athletic/Sport fees
- Cable fees
- General supplies

### IRS Rules and Taxation

Educational Assistance is a tax qualified welfare benefit program and is governed by IRS rules and regulations. Reimbursement may be considered taxable income.

### How to Apply

Follow these steps to apply for educational assistance.

1. Ensure that the school is an accredited institution. Contact Human Resources (HR) or, use the Council for Higher Educational Accreditation's (CHEA) Web site by institution's name or state to verify accreditation at <http://www.chea.org>. Select "Institutional Database"; "I Agree"; then enter search criteria.
2. Review the course content or degree program with the supervisor to determine if it is related to the employee's current job or will assist in obtaining a different position at Ausley Associates, Inc.
3. Complete the Educational Assistance Application Form located at HR. Submit the application to management for approval prior to course start date.

### Reimbursement

Submit original grade report, receipts and approved application to HR. Reimbursement information must be received at HR within 60 days from the completion date of the course(s) in order to be reimbursable.

Upon completion of a degree, update educational information at HR and the training team.

## **8.6 Risk Management/Environmental, Health, and Safety**

### Introduction

Ausley Associates, Inc. is committed to providing a safe workplace for all employees. Accident prevention is an integral part of every employee's job, which includes being aware, supporting and taking appropriate measures to provide a safe work environment.

### Procedure

If an employee experiences an accident at work, no matter how minor it may seem at the time, follow the procedure outlined below.

The following is the procedure for an employee in the event of an accident:

1. Notify your immediate supervisor as soon as possible, and provide:
  - a. Your current status, location and what has occurred
  - b. Any request for assistance
  - c. Planned date of return to work, or requirement for D<sub>ST</sub> or D<sub>LT</sub>
2. Follow any established status reporting procedures throughout the leave of absence.

### Employee Responsibility

It is the employee's responsibility to:

- Be aware of potential hazards
- Learn and follow safety practices and rules
- Use the safety devices and protective equipment required on the job
- Correct all safety, health and fire hazards or report them promptly to your immediate supervisor

**Note:** Failure to comply with this policy may result in corrective action, up to and including termination.

### For More Information

All safety practices, procedures and safety resources may be accessed via the OSHA website. [www.osha.gov/](http://www.osha.gov/)

If an employee does not have access to the Internet, he or she may contact the HR for a copy of the practices.

## **8.7 Environmental**

### Policy

It is Ausley Associates, Inc. policy to operate business in a manner consistent with environmental laws and regulations to promote safety, health and the preservation of the environment.

### Employee Responsibility

Employees are responsible for supporting this policy by being aware of potential environmental hazards and following established environmental practices and policies.

## **8.8 Smoke-Free Environment**

### Introduction

Ausley Associates, Inc. is committed to providing every employee a safe and healthy workplace which includes the right to work in a smoke-free environment.

### Policy

Tobacco in any form is prohibited:

- Within Company buildings and offices,
- In enclosed garage stairwells and elevators
- In Company owned, leased or rented vehicles when the vehicle is occupied by employees, of whom at least one is a non-smoker

### Employee Responsibilities

It is the employee's responsibility to:

- Smoke only in Facilities Management designated smoking areas
- Consult with local management or HR to determine approved areas for smoking, if the areas are not clearly defined
- Respect the cleanliness and appearance of building grounds
- Use the receptacles provided outside the Company facilities
- Be aware of and comply with this policy.

**Note:** Failure to comply with this policy may result in corrective action, up to and including termination.

## **8.9 AFLAC Supplemental Insurance**

### Introduction

Through Ausley Associates, Inc., American Family Life Assurance Company of Columbus (AFLAC) offers a number of supplemental insurance products, to include Personal Accident Indemnity, Personal Cancer Indemnity, Personal Hospital Intensive Care, Personal /recovery, Hospital Protection, Life Protection and Vision. Many of these products are designed to provide cash benefits to help the insured get back on their feet in the case of an accident, illness or to help with annual preventive procedures (i.e. emergency room visits, annual mammograms, etc.)

### Policy

Ausley, through its independent insurance partners, provides the opportunity for employees to “opt in” to various supplemental insurance plans from AFLAC. The premiums are paid by the employee, if they choose to participate.

### For More Information

Contact the benefits administrator or Human Resources for more information or for a copy of the AFLAC Supplemental Insurance Plan summary description. The plan summary description will govern any claim for benefits.

## **Section 9 - After Ausley Associates, Inc. Employment**

### **9.0 Overview**

- 9.1 Leaving Ausley Associates, Inc.
- 9.2 Job Abandonment

### **9.1 Leaving Ausley Associates, Inc.**

#### Notification

If an employee decides to leave Ausley Associates, Inc., a minimum of two weeks notice in writing to management is requested.

#### Termination Package

Within 30 days of notification, the employee will receive a termination package detailing the various benefit programs.

This package will include the COBRA forms necessary to continue medical, dental and other eligible Medical and Dental benefits, should the employee so desire.

#### Employee Responsibility

It is the employee's responsibility to:

- Submit a resignation letter to the manager, if leaving the Company voluntarily
- Return key card, office keys, Ausley Associates, Inc. ID and all other company property
- Return government badge and Common Access Card (CAC)
- Satisfy all company debts e.g. Relocation, Education reimbursement, Negative leave balances, etc. (in accordance with state laws)
- Complete check-out list and have signed by supervisor or Human Resources

### **9.2 Job Abandonment**

#### Policy

If an employee is absent from work for three consecutive workdays, without properly reporting the absence and the reasons for the absence, the employee's actions will be considered job abandonment and voluntary resignation.

#### Cessation of Pay

Pay will cease effective the first day of absence after job abandonment has been confirmed, which will be day 4 of absence!

#### Reporting Absences

It is the employee's responsibility to contact his or her supervisor and provide as much advance notice as possible when he or she is going to be absent. Failure to properly report can lead to corrective action.

#### Employee Responsibility

It is the employee's responsibility to:

- Be aware of and comply with this policy
- Personally speak directly with the immediate supervisor or manager, consistent with the guidance dependent upon individual supervisor policy, if he or she is going to be absent ensure information is updated in HR

#### Related Forms

The following forms are related to this policy:

- Exit Interview
- Termination Checklist