



Employee Manual



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HANDBOOK FOR NEW EMPLOYEES

Knowing what to do when no one's there telling you what to do

FIRST EDITION 2016

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Section 1 - Welcome

1.1 History, Goals & Culture, and Mission Statement

OmniStreem was established during the fall of 2016 for the desire of providing an opportunity for gamers to stream and play virtually any game they crave. The business will be operated by the Rocky Point Virtual Enterprise class at 82 Rocky Point-Yaphank Rd., Rocky Point, NY 11778. This business is categorized as an S Corporation with an immense amount of opportunity for growth. OmniStreem specializes in providing a diverse and unique opportunity for:

1. Universal video game streaming
2. Video game controllers
3. Video game headsets

By 2032, we hope that OmniStreem will be a well-known company in the video game streaming industry and will have become a dominant leader. This company will be recognized for its quality morals, rapid updates for new game releases, and exemplary accommodations.

Culture: What gives OmniStreem the best chance of success for generations to come? We value our employees and their judgement. Our employees make wise decisions on a daily basis. They are able to differentiate between a good and bad decision, between what can be accomplished now and what can be left for later. We value respect. Our employees are treated with respect, regardless of their status in the company or their disagreement with other employees. We value innovation. All employees create new ideas and practical solutions. We value passion. We inspire others and each other. We are passionate about the success of OmniStreem. We strive to make OmniStreem a place where every person is someone you respect and learn from.

The mission of OmniStreem is to ensure the advanced caliber and leisurely gaming accessibility that the OmniStreem service is composed of. OmniStreem provides an experience that accommodates the highest of variety and individuality by recruiting the most qualified specialists, OmniStreem will perform admirable technological service.

1.2 Purpose of this Handbook

This handbook has been prepared to inform new employees of OmniStreem of the policies and procedures of this company and to establish the company's expectations. The purpose is to offer an overview of the work environment. This handbook is not a

contract, expressed or implied, guarantying employment for any length of time.

The company reserves the right to revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the company's policies. Feel free to ask questions about any of the information within this handbook.

1.3 At-Will Employment

Employment at this company is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee.

1.4 Organizational Structure

OmniStreem is organized functionally into six major departments, each overseen by a department Vice-President or company Administrator. The primary operational areas of the company include:

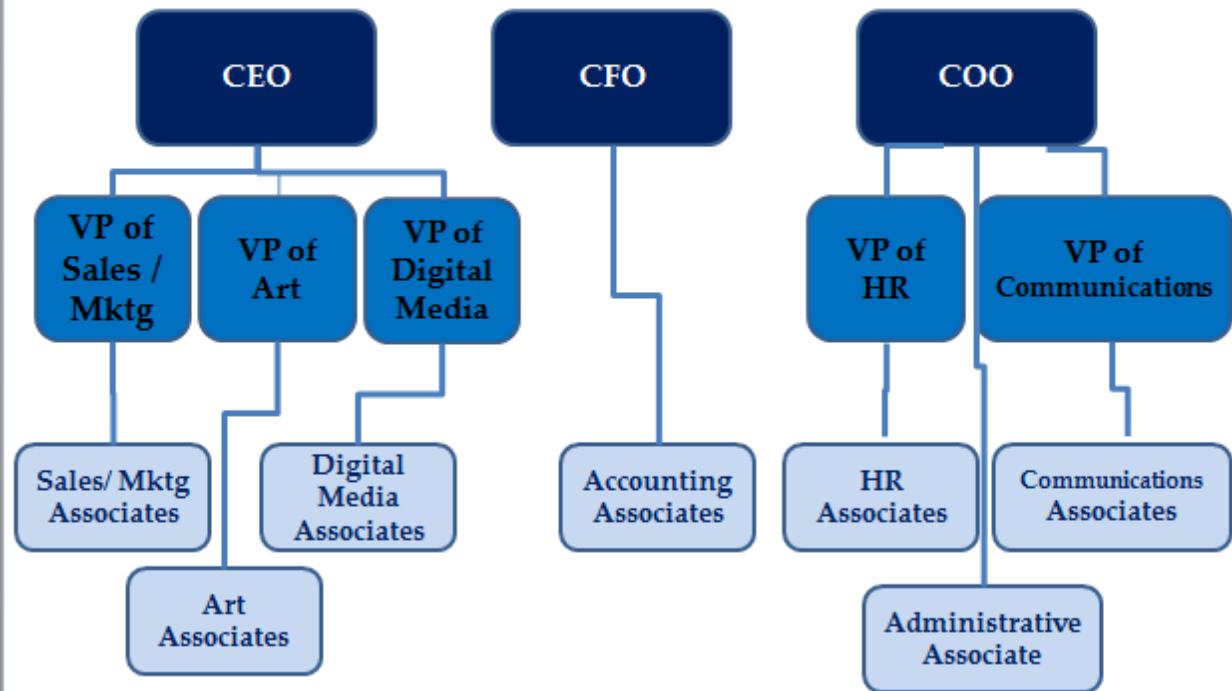
- Accounting
- Art
- Communications
- Digital Media
- Human Resources
- Sales and Marketing

As displayed in the company organizational chart below, The CEO of our company oversees three major departments; Sales and Marketing, Art, and Digital Media. Each of those departments has a Vice-President to supervise and manage the daily executions of that department.

The COO of our company oversees two major departments; Communications and Human Resources. Each of those departments has a Vice-President to supervise and manage the daily operations of that department. The COO also utilizes an administrative assistant who helps to organize the departments and department meetings.

The CFO of our company supervises and manages the daily operations of our Accounting Department.

Company Organizational Chart



CEO: Juliana Vosilla

COO: Matt Pendl

CFO: Victor Davila

Roles and Responsibilities:

CEO: Oversees and directs the company: Responsible for managing and leading the business planning process; Implements our company goals and department policies; Coordinates department tasks; Significantly oversees and contributes to the writing of our Business Plan and Annual Reports; Represents our company at all business functions and Oversees the legality of all actions in the company. The CEO is in charge of Sales and Marketing, Arts and Publications, and Digital Media.

COO: Handles the day to day operations and will directly report to the CEO. The position directs the organization's internal business practices. Motivate others to excel. The COO is in charge of Human Resources and Communications.

CFO: Manages the Accounting Department. Delegates responsibilities to members of the Accounting Department, formulates and directs the company's overall financial plans and policies, creates, interprets, and financial reports on weekly, monthly, and yearly basis. Determines company's operating expenses, reconciles bank accounts, manages accounts receivable, accounts payable, payroll and bank branch manager.

Vice President of Sales and Marketing: Responsible of assisting in the management, creation, and implementation of the marketing strategy for the company through a business, technical and sales perspective. Researches, creates and presents the contract. Initiates and manages discussions and sales with other companies. Negotiates agreements concerning large company sales contracts. Oversees the company's Sales and Marketing Departments. Analyzes sales trends and recommends aggressive sales strategies in order to maximize company profit.

Sales and Marketing Associates: Sells company products and services via email to potential customers. Researches and reports on new and inventive products/ services that could prove profitable for the company. Assists in sales training of additional staff when necessary for Trade Fairs, Grand Opening and other events. Follows sales leads. Helps to create the marketing plan and implement a marketing strategy.

Vice President of Art: Directs the development and implementation of the company's visual presence through the promotion of the company's image and branding via creative and attractive promotional literature and projects. Assists in the design of the Business Plans and Annual Report, (both written and electronic). Oversees the creation and preparation of the company logo, banner, products catalog, stationary, trade shows, and more. Oversees the creation of each employee's business card and name badge; oversees the creation of posters for the office and trade fair booths.

Art Associates: Creates and maintains the company's logo, banner, advertisements, products catalog, business cards, name tags, and promotional literature.

Vice President of Communications: Responsible for the development and overseeing of all communication functions in the company. The position involves a strong communication voice for the company through digital and written media. Responsibilities include creation of a monthly employee newsletter, maintenance of company email communications, creation and updating of employee communications bulletin board, company related social media, and relating news of company success.

Communications Associates: Assists in the implementation of the company's employee newsletter, email communications, social media, company bulletin board, department meetings, and communicating company successes.

Vice President of Digital Media: Oversees the creation and maintenance of the company's web site. Supervises and gives direction to the web development team. Coordinates with Marketing Department to include all products on the website and oversees weekly updates to include special offers on the website. Posts HR interest stories on web site. Creates links for our Business Partners. Configures the online shopping cart. Assists staff with computer related issues. Trouble-shoots technical issues.

Digital Media Associates: Creates and maintains the company's web site. Updates web site bi-weekly to include special offers. Posts human resources interest stories to web site. Configures and modifies the online shopping cart to reflect current specials. Assists the Advertising Department with ads for the company web site. Aids in developing the company logo, banner, and advertisements. Creates company video commercial, company newsletter, business cards and name tags.

Vice President of Human Resources: Manages the Human Resources Department. Creates, manages, and controls all personnel files. Addresses and participates in all aspects concerning personnel hiring, reprimands, and terminations. Maintains employee attendance and leave records. Establishes and monitors individual employee improvement plans. Determines payroll and withholdings. Manages the employee health insurance program. Creates and updates the Employee Manual. Monitors employee compliance of company policy. Oversees and assists in maintaining the company newsletter and company photo album.

Human Resource Associates: Assists in the creation and maintenance of all personnel files and benefits. Assists in maintaining employee attendance and leave records, creates documents and certificates for recognition of employee performance. Assists in the creation of our Employee Manual. Assists with the creation of the monthly company newsletter.

Accounting Associates: Processes payment for all company expenses including payroll. Completes the monthly Accounts Payable report. Creates and processes purchase orders to restock inventory. Assists the Branch Banker in the creation of employee personal checks. Creates, manages, and processes payroll through our accounting program. Maintains hard copy files of accounting records.

Process all company invoices through our accounting program. Makes receipts of customer payments. Follows up on outstanding invoices. Creates and reports at the end of each month, including the status of accounts receivable. Resolves any incorrect customer payments.

Administrative Assistant: Creates company reports. Oversees administrative procedures. Schedules meetings and prepares agendas and minutes. Edits company reports. Manages the company's email. Assists in the management of the company's web orders. Maintains the company's Work Samples binder. Maintains company's communication with Business Partners and Virtual Enterprise Central.

Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Vice President of Human Resources.

2.2 Non-Harassment Policy / Non-Discrimination Policy

This company prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her Vice President or the Human Resources Department. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

2.3 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

2.4 Open Door Policy

The company has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their Vice President or some other member of management.

Section 3 – Company Policies and Procedures

3.1 Professional Conduct

This company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and Vice Presidents is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

3.2 Dress Code

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

3.3 Payday

Paychecks are distributed every 2nd and 4th Friday of the month after 9:30 a.m.. If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

The paycheck will reflect work performed for the 2 weeks prior to check period. Paychecks include salary or wages earned, less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans. Employees may contact the Human Resource Department to obtain the necessary authorization forms for requesting additional deductions from their paychecks.

Notify a Vice President if the paycheck appears to be inaccurate or if it has been misplaced. The company reserves the right to charge a replacement fee for any lost paychecks. Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to the Vice President of Human Resources immediately.

3.4 Company Property

Company property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Company computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any “pirated” software, files or programs and must receive permission from a Vice President before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment.

Violations of these policies could result in disciplinary action.

3.5 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

3.6 Personnel Files

The company maintains a personnel file on each employee. These files are kept confidential to the fullest extent possible, and stored in a locked file cabinet. Only the CEO, COO, and Vice President of Human Resources has access to this file cabinet. Employees may review their personnel file upon written request.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information. This company assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

3.7 Conflict Resolution

Our Company is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our workers. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence. Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to any Vice President or Administrator in the company. Any Vice President or Company Officer who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify Daniel Loiacono, Vice President of Human Resources. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, and drug and alcohol use. In addition, we encourage employees to come forward with any workplace conflict, even if the subject of the complaint is not explicitly covered by our written policies.

We encourage you to come forward with conflicts immediately, so we can take whatever action is needed to handle the problem. Once a complaint has been made, Daniel Loiacono will determine how to handle it. For serious complaints, we will immediately conduct a complete and impartial investigation, and include the class coordinator.

We expect all employees to cooperate fully in Company investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All conflicts will be handled as confidentially as possible. When the investigation is complete, the company will take

corrective action, if appropriate.

We will not engage in or allow retaliation against any employee who makes a good-faith complaint or participates in an investigation.

Section 4 – Employment Classification

4.1 Exempt Employees

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the company. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

4.2 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

4.3 Part Time, Full Time, and Temporary Employees

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 40 hours per week receive part-time classification. In Virtual Enterprise terms, this equates to 1 class period per day, per week. Part-time employees are not eligible for employee benefits as described in this handbook. Regular employees who work at least 40 hours per week receive full-time classification.

Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only Juliana Vosilla, CEO may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

Section 5 – Attendance Policies

5.1 General Attendance

The company maintains normal working hours of 40 hours, equivalent to 1 class period per day, per week, for Virtual Enterprise. Hours may vary depending on work location and job responsibilities. Vice Presidents will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the Vice President.

The company does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a Vice President in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action.

Employees who need to leave early, for illness or otherwise, should inform a Vice President before departure. Unauthorized departures may result in disciplinary action.

5.2 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives 5 minutes after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

5.3 Breaks

When working conditions permit, and pending a Vice President's approval, employees are entitled to {1} 30 minute break for every 8 hours worked.

Meal periods are for 30 minutes, and must be approved by a Vice President.

Section 6 – Leave Policies

6.1 Vacations

The company provides, as a benefit, paid vacations for its eligible employees. Forward requests for time off in advance to a Vice President, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full day or half-day basis.

A regular employee is eligible to receive paid time off after 6 months of full-time service. Employees must earn and accrue vacation benefits before they may be used. Employees should consult Dan Loiacono, VP of Human Resources regarding the amount of vacation leave they accrue each pay period.

Any remaining accrued time off may not be accumulated or carried forward into the next year. Vacation benefits do not accrue during any period of extended leave of absence.

6.2 Sick Leave

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their Vice President as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees, depending on amount of sick time accrued. Each employee is given 5 sick days per year after completing their first 6 months of service. Employees may consult Dan Loiacono, Vice President of Human Resources regarding the amount of paid sick leave they have each year. Sick days may not be carried over into the next year. Abuse of this policy may result in disciplinary action.

6.3 Family and Medical Leave Act Leave

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an

unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter or parent who has a serious health condition; or
- Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a Vice President 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a Vice President as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

The company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

6.4 Holidays

The company observes the following holidays:

- Labor Day
- Rosh Hashanah
- Columbus Day
- Yom Kippur
- Veterans Day
- Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day

Holidays are observed on a paid basis for all eligible full time employees.

Section 7 – Discipline Policy

7.1 Expectations

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

7.2 Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Completion of work
- Attendance and punctuality
- Teamwork and cooperation
- Compliance with company policy

Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company.

Forward any questions about performance expectation or evaluation to the Vice President conducting the evaluation.

7.3 Insubordination

Vice Presidents and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from Vice Presidents or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a Vice President, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

7.4 Grounds for Disciplinary Action

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
- Unauthorized use of company property, equipment, devices or assets;
- Damage, destruction or theft of company property, equipment, devices or assets;
- Removing company property without prior authorization or disseminating company information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Insubordination or refusal to comply with directives;
- Failing to adequately perform job responsibilities;
- Excessive or unexcused absenteeism or tardiness;
- Disclosing confidential or proprietary company information without permission;
- Illegal or violent activity;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Disparaging or disrespecting Vice Presidents and/or co-workers; and
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

7.5 Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings,

probation, demotion, discharge, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

7.6 Termination

Employment with the company is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all files, documents, equipment, keys, access cards, software or other property belonging to the company that are in the employee's possession, custody or control, and turn in all passwords to his/her Vice President;
- to participate in an exit interview as requested by the class coordinator.

Section 8 – Workplace Safety

8.1 Workplace Safety

In the event of an accident, employees must notify a Vice President immediately. Report every injury, regardless of how minor, to a Vice President immediately. Physical discomfort caused by repetitive tasks must also be reported. Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

8.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Report any suspicious activity to a Vice President immediately.

If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only the class coordinator may authorize employees to reenter.

Section 9 – Benefits

9.1 Health Insurance

The company makes group health benefits available to eligible employees and their family members. Eligible employees are full time employees who have worked for 6 months. Part time employees are eligible if they work at least 30 (1 class period per day, 5 days a week in VE terms) hours per week and have been employed for 6 months.

Health benefits are paid in part by the company. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, contribution rates and eligibility from Daniel Loiacono, Vice President of Human Resources.

9.2 Retirement Plan

The company participates in a 401(k) plan so that employees may save a portion of their earnings for retirement. Regular employees who have worked at least 40 hours per week for 6 months are eligible to participate. Employees may elect to make regular contributions to the 401(k) plan up to the maximum amount allowed by federal law.

Contact Daniel Loiacono, Vice President of Human Resources for detailed information regarding eligibility, employee contributions, vesting period or employer contributions. The company reserves the right to modify or terminate any or all of its retirement benefits or to change benefit providers at any time with or without notice.

9.3 Workers' Compensation

As required by law, the company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee's responsibility to immediately notify a Vice President of their injury in order to receive benefits. Report every illness or injury to a Vice President, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the

names of any witnesses.

A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. Additional information regarding workers' compensation is available from your Human Resource Department.

9.4 Disability Coverage

Disability insurance provides partial paycheck reimbursement for times of serious illness or injury which leads to total disability. Total disability is defined as the inability to perform any job function as a result of the injury or illness. OmniStreem does not offer Disability insurance coverage. Employees interested in this coverage may do so privately. To qualify for benefits, the period of total disability must exceed 28 days.

Employees must exhaust any sick leave benefits before being eligible for disability leave coverage.

The employee is responsible for notifying a Vice President of their disability and expected date of return. The company may request that an independent medical provider perform an examination. In addition, the company may require a medical release form prior to returning to work. For more information regarding disability benefits, contact Dan Loiacono.

Section 10 - Termination

10.1 Voluntary Termination

The company recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provide two weeks advance notice in writing. This request does not alter an employee's at-will relationship with the company.

All rights and privileges of employment with the company terminate upon the date of separation. As further discussed in Section 7.6, terminating employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final paycheck.

10.2 Final Paycheck

Employees who terminate employment with the company will be given their final paycheck 5 working days after termination. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.

10.3 Exit Interview

The company may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company.

Acknowledgement of Receipt for Employee Manual
(Employee Copy – Keep with manual)

I acknowledge that I have received a copy of the Employee Manual. I understand that I am responsible for reading the information contained in the Manual.

I understand that the Manual is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this manual is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the manual or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Administration.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this manual or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

Acknowledgement of Receipt for Employee Manual
(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Manual. I understand that I am responsible for reading the information contained in the Manual.

I understand that the manual is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this manual is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Administration.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this manual or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

(Signature of Employee)

(Date)

(Company Representative)

