ABOUT THIS HANDBOOK/DISCLAIMER

This Employee Handbook is designed to acquaint you with Azimuth Corporation and to provide employees with an overview of the policies, procedures and management practices affecting employment with our company. Unless otherwise stated, these policies and practices apply to all Azimuth employees as of the date of this Employee Handbook, and those that may begin after its effective date. This Employee Handbook outlines the programs developed by Azimuth for the benefit of its employees, and the employee's responsibility to Azimuth and its customers. Each employee should read, understand and comply with the provisions of this handbook. Please take the necessary time to read it. Please contact your Supervisor and/or the Human Resources Department if you require additional information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. This Employee Handbook does not constitute a contract of employment between Azimuth and its employees, whether expressed or implied. The handbook, nor any portion of it, does not preempt the doctrine of employment-at-will. Azimuth Corporation adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and an authorized HR Representative.

This handbook supersedes all prior handbooks.
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Section 1 - Governing Principles of Employment

1-1. Introduction

For employees who are commencing employment with Azimuth Corporation ("Azimuth Corporation" or the "Company"), on behalf of Azimuth Corporation, let me extend a warm and sincere welcome. For employees who have been with us, thank you for your past and continued service to our customers.

I extend my personal best wishes for success and happiness with the Company. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

My sincerest appreciation,

Valerie K. Rossi, CEO and President

1-2. Equal Employment Opportunity

Azimuth Corporation is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. The company operates broadly in the support of the US Government, and that there are relevant security and background checks conducted in assurance of and/or by our customers that are bona fide job requirements. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a diagnosed temporary or permanent physical or mental condition, please let your Supervisor or an Authorized HR Representative know. Employees may also contact the ADP MyLife Advisors at 844-448-0325 for anonymous consultation regarding mental or physical hardships.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to your Supervisor or an Authorized HR Representative. Employees may also contact the ADP MyLife Advisors at 844-448-0325 for consultation.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting an incident of what you perceive to be a violation of this policy, please contact an
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Authorized HR Representative.

Note: If your Supervisor or the Authorized HR Representative is the person toward whom the complaint is directed you should contact the Head of HR. Employees may also contact the ADP MyLife Advisors at 844-448-0325 if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

If you feel you have been subjected to any such retaliation, report it in the same manner you would report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.

Affirmative Action (AA): Azimuth will actively and continuously seek out methods, processes, and procedures to ensure that all classes of prospective employees are afforded the same opportunities of employment. Questions about Azimuth’s AA plan may be directed to an authorized HR Representative.

1-3. Background Checks

Azimuth Corporation may conduct annual job-related background checks on current employees in certain positions, unless prohibited by law. Continued employment is dependent upon consent to, and the results of, background checks. Paper or electronic fingerprinting may be a part of the background check process, with failure, non-compliance, or inability to obtain necessary fingerprint records leading to employment ineligibility. Background checks may occur on a local, state, or national level, and may be conducted by contracted third party vendors or government authorities.

The Company also reserves the right to implement background checks on certain positions in advance of hiring regardless of the position and its associated personnel clearance requirement, or lack thereof.

1-4. Immigration Law Compliance

Azimuth Corporation is committed to employing only United States citizens and aliens who are legally authorized to work in the United States and/or legally authorized to work on federal contracts in accordance with the clauses of a given contract. We do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes identity and authorization to work in the United States.

In addition to the I-9, all employees of Azimuth Corporation are required to have their eligibility to work in the United States verified through the federal E-Verify system.

Employment may be terminated, or an offer of employment may be revoked, if at any time, the employee or prospective employee cannot comply with laws requiring their ability to verify their right to work in the United States.
1-5. Non-Harassment

It is Azimuth Corporation's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

1-6. Sexual Harassment

It is Azimuth Corporation's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

1-7. Complaint Procedure

Complaint Procedure: Azimuth Corporation provides you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform their alleged offender that the behavior is unwelcome. In some instances, the person is unaware his or her conduct is offensive and this action alone may often resolve the problem.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact an Authorized HR Representative. Note: If your Supervisor or HR Representative is the person toward whom the complaint is directed, you should contact the Head of HR. Employees may also contact the ADP MyLife Advisors at 844-448-0325 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but
confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedures outlined in this policy.

Confidentiality: All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed. All employees are required to cooperate with confidentiality procedures.

Duties of Employees and Supervisors: All Company employees are responsible for assuring that a harassment and discrimination free workplace is maintained. The Company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort. If a complaint is raised, the individual to whom the complaint is made (i.e., supervisor, manager, HR) should act promptly so an investigation may proceed. Managers or supervisors who fail to follow this policy will be subject to disciplinary action by the Company.

1-8. Conflict of Interest and Business Ethics

As employees of Azimuth Corporation, Azimuth expects that, in all situations, you conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any work activity, practice or conduct which is, or appears to be, a conflict of interest for the Company, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with the Company, as described below.

You are to act in the best interests of the Company, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship).

The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if you have any influence on transactions involving purchases, contracts or leases, you must disclose the existence of the relationship to your Azimuth Supervisor as soon as possible.

Employees should not solicit or accept a promise of future employment or any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgement or create a conflict in the performance of your job. You may accept occasional unsolicited courtesy gifts or favors so long as the gifts or favors have a market value under $20 and do not exceed a total of $50
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per year, are customary in the industry, and do not influence, or appear to influence, your judgement or conduct. Contact your Azimuth Supervisor for guidance as needed.

Gifts and Favors: Employees should not solicit or accept a promise of future employment based on any gift, loan, gratuity, reward or anything else of monetary value that might, or appear to, influence your judgement or create a conflict in the performance of your job.

Gift Giving: Azimuth's customers are almost exclusively government employees. As such, employees must be mindful for federal restrictions on gift giving.

Unless an exception applies, Federal employees may not solicit or accept gifts that are given because of their official positions or that come from certain interested sources ("prohibited sources"). Even if an employee may accept a gift, employees should consider declining gifts when they believe that their integrity or impartiality would be questioned if they were to accept the gift. In making this judgment, employees may consider, for example, the value of the gift, the timing of the gift, whether the employee’s actions could affect the donor, and whether accepting the gift would provide the donor with significantly disproportionate access.

Therefore, Azimuth's policy is that you may give unsolicited courtesy gifts or favors to other employees or government customers, so long as the gifts or favors have a market value not to exceed $20, don’t exceed $50 within a year, and do not influence, or appear to gain influence, over the judgement or conduct of the recipient. Contact your Azimuth Supervisor for guidance as needed.

1-9. Confidential Company and Client Information

Azimuth Corporation is committed to protecting the confidentiality of information owned by the Company, its clients and customers. The general business affairs of the Company, our customers and clients should not be discussed except as required in the normal course of business. Confidential information may include, but is not limited to, inventions, discoveries, improvements, processes, formulas, software, apparatus, equipment, methods, trade secrets, research, client data and information or cost of Client’s products or services. This policy benefits you, as an employee, by protecting the interests of Azimuth in the safeguarding of confidential, unique and valuable information from competitors or others. All Azimuth employees are required to sign a Confidentiality Agreement, delivered under separate cover, prior to beginning employment with the Company.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your Azimuth Supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Protection of Personally Identifiable Information (PII): Azimuth Corporation is committed to protecting the privacy and sanctity of personally identifiable information (PII) regardless of the source. As a federal contractor, Azimuth employees who: 1) have access to a system or records; 2) create, collect, use, process, store, maintain, disseminate, disclose, dispose, or otherwise handle PII on behalf of the Company or any agency; or 3) design, develop, maintain or operate a system of records, must complete privacy training in compliance with regulations from DoD, GSA and NASA in an effort to ensure the workforce will protect PII.
To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, the Company has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol (with certain exceptions listed below) by an individual anywhere on Company premises, is strictly prohibited. Employees and other individuals who work for the Company are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances. The legal use of prescribed drugs is permitted on the job if it does not impair an employee’s ability to perform his/her job duties effectively and in a safe manner that does not endanger himself/herself or other employees.

Marijuana: Azimuth Corporation is exclusively a government contractor with an authorized facility security clearance. Marijuana is prohibited under Federal statute and is considered a controlled substance, and its possession or use on premises for any reason is considered a felony. Regardless of medical marijuana authorization by a medical practitioner, and regardless of the classification and treatment of marijuana by state statute, Azimuth employees DO NOT have a right to report to work under the influence of marijuana or to use marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, and to the extent permitted by and in accordance with applicable law. In accordance with NISPOM regulation 1-302a, all contractors, regardless of state laws, are required to report use, possession, production, processing or distribution of marijuana by cleared contractor personnel as adverse information. Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.

Employees must notify the Company within five (5) calendar days if they are convicted of a criminal drug violation. Within ten (10) days of such notification or other actual notice, the Company will advise the cognizant customer representative responsible for the employee’s daily tasking of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Company.

At the discretion of the Company, any employee who violates the drug-free workplace policy may be required to participate, to the Company’s satisfaction, in an approved drug assistance or rehabilitation program. Failure of the employee to fully participate in such a program may result in termination.
In order to support a drug-free workplace, the Company has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, including: (1) distribution of the drug-free workplace policy as stated within this section, 1-10, of this handbook; which further meets the requirements of a drug-free workplace program by this handbook's delivery to all personnel, its' inclusion of the notice to employees that maintaining a drug-free status is a condition of employment, and their responsibilities of notification; (2) at company discretion, and as regular annual training, providing employees with information on the dangers of drug abuse, each employees' responsibility to maintain the drug-free workplace, information on available drug counseling, rehabilitation and employee assistance programs, and any potential penalties that may be imposed on employees for drug violations; (3) by acknowledgement of receipt and understanding of this handbook the employee includes within that their acknowledgement and understanding of this policy and acceptance of the responsibility of, and agree to, abide by the same; (4) the company maintains the responsibility of contracting agency notification within 10 days after receipt from an employee of a drug offense conviction; and (5) imposing sanction on, or requiring satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted as required by law.

To enforce Azimuth's policy concerning the use of alcohol and illegal drugs and to help ensure a safe working environment, employees may be asked to submit to screenings or medical exams to test for illicit or illegal use of drugs and alcohol. Screenings may be administered prior to beginning employment, or following an on-the-job injury or accident or to investigate the possible use of controlled substances or narcotics. Refusal to submit to drug and/or alcohol testing will be treated the same as a positive (failed) screening and may result in disciplinary action, up to and including termination of employment.

Social Use of Alcohol: There may be occasions where the Company (or some customers) will provide alcoholic beverages in conjunction with certain social functions such as seasonal parties, open houses, employee recognition celebrations and holiday functions. Also, management employees may, from time to time, be required to entertain vendors, team members and others, as part of doing business, where alcoholic beverages may be available. Employees of legal drinking age who consume alcoholic beverages at such functions or business meetings should do so responsibly and not in excess, as defined by local/state law. Employees are prohibited from consuming alcoholic beverages where they are on duty or if they are scheduled to be on duty following the function. Alcohol may not be consumed or permitted in unsealed containers on company premises without prior approval of Azimuth's President or Vice Presidents. At no time shall employees under the legal consumption age be served or consume alcoholic beverages at company sites, corporate sponsored events, or at customer sites and events.

1-11. Workplace Violence

Azimuth Corporation is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

Azimuth Corporation does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Azimuth Corporation specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual.
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However, Azimuth Corporation does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Azimuth Corporation's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

1-12. Weapons

Azimuth Corporation strives to provide a safe and secure workplace for employees, clients, customers and visitors. The Company has zero tolerance for, and forbids the possession of, any type of weapon, firearm, explosive and/or ammunition while on Company property or conducting corporate business off the premises. For the purposes of this policy, corporate property includes, but is not limited to, all corporate facilities, corporate-provided vehicles and equipment that are either leased or owned by the corporation, or a corporate client or customer.
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Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, the Company reserves the right to request inspections of any employee and their personal effects while on corporate property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm, hidden from plain view, in the employee's personal locked vehicle.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to their Azimuth Supervisor.

If more restrictive guidelines pertaining to weapons are in place at an assigned facility, employees are required to adhere to the facility guidelines.
Section 2 - Operational Policies

2-1. Employee Classifications

Positions within Azimuth Corporation generally require full-time employees. In certain functions or contracts, work schedules and corporate needs may require the services of other than full-time personnel. There are four classifications of employees at Azimuth:

- **Regular Full-Time:** An employee hired for an indefinite period, in a position for which the normal work schedule is routinely thirty or more (30+) hours per week. Full-time personnel may be non-exempt or exempt. For an employee who regularly works 30-39 hours per week, benefits may be prorated.

- **Regular Part-Time:** An employee hired for an indefinite period in a position for which the normal work schedule is at least five (5) hours but less than thirty (30) hours per week. Part-time employees working less than thirty (30) hours per week are ineligible for health and welfare benefits, holiday and leave benefits, but are eligible for 401k (other eligibility requirements apply).

- **Seasonal/Seasonal Intern:** An employee hired for a specific known duration, usually less than six (6) months. These employees may work variable hours, such as students who work up to forty (40) hours per week during the summer and during breaks, but only five (5) hours per week during examination periods. Seasonal employees are eligible for health and welfare benefits only if seasonally working 30+ hours a week, but are ineligible for holiday and leave benefits and are eligible for 401k (other eligibility requirements apply).

Provisions in the Fair Labor Standards Act divide all personnel into two categories, exempt and non-exempt, with respect to eligibility for overtime payment. They are defined as:

**Non-exempt:** Under the provisions of the Fair Labor Standards Act (FLSA), employees who work in excess of forty (40) hours in a scheduled workweek will be paid an overtime premium for all time worked over forty (40) hours. Employees whose work is not exempt from these regulations are classified as non-exempt. **However, any overtime worked must be pre-approved in writing by your Azimuth Supervisor in advance of working the time. Any unapproved overtime hours in violation of our timekeeping policy will be paid, but will be subject to escalating disciplinary action.**

- **Exempt:** Work performed by executives, professionals and administrators is exempt from the provisions of the FLSA and therefore these positions are classified as exempt. Generally, work performed over forty (40) hours in a work week is not additionally compensated. Contact your Supervisor if you have questions.
### 2-2. Working Hours and Schedule

Azimuth Corporation offices are open for business from 8:00 am to 5:00 pm, Monday through Friday. All employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. Supervisors are responsible for advising employees of their specific work schedules. However, work schedules (especially those tied to support contract customers) are subject to change. These alterations may include temporary or long term changes. Advance notice of schedule changes will be given but such notice may not always be possible.

Employees are expected to willingly comply with changes in their work schedule or worksite. Refusal to accept a change in schedule or worksite may result in disciplinary action up to and including termination of employment.

Salaried, exempt employees are expected to be present for duty during normal hours to guide and oversee personnel operations. Salaried, exempt employees are employed to perform a job or function regardless of the time it takes. Staff assigned to a specific contract will work the hours as stated in the specific contract, with the understanding that the work schedule is subject to change.

Only Azimuth can direct and authorize an employee to change their working schedule, including changes in regular scheduled work hours, leave, overtime, weekend/holiday work or reduction in scheduled hours.

### 2-3. Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. If the employee is working on a customer site, the Azimuth Supervisor responsible for the contract will coordinate with the government office to provide the same accommodations. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal
periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

2-4. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-5. Overtime

Like most successful companies, Azimuth Corporation experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.
2-6. Federal Contractors: Pay Transparency

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: 1) in response to a formal complaint or charge; 2) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or 3) consistent with the contractor's legal duty to furnish information.

2-7. Safe Harbor Policy for Exempt Employees

It is Azimuth Corporation's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Azimuth Corporation. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.
In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Company has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Accounting Director or any other supervisor in Azimuth Corporation with whom the employee feels comfortable.

2-8. Your Paycheck

The employee will be paid semi-monthly for all the time worked during the past pay period. Pay periods (same as timecard periods) are defined as the 1st through the 15th of the month, and the 16th to the last day of each month; payroll runs one pay period in arrears (e.g. time worked on the 1st-15th is paid on the 30th). For paydays falling on a weekend or a holiday, you will be paid on the prior business day.

Payroll stubs itemize deductions made from gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Azimuth Accounting Department immediately.

Paychecks will be given only to the employee, unless he or she requests that they be mailed, or authorize in writing that another person may accept the check. If the employee elects direct deposit of their pay to their bank account(s), paystubs are made available only through the Azimuth approved electronic system. At minimum, an employee's first paycheck will always be a paper check.

If your employment ends, you will be paid your final wages in accordance with applicable state law.
2-9. Direct Deposit

Azimuth Corporation strongly encourages employees to use direct deposit. Authorization forms and required information are provided by the employee directly during the ADP onboarding process.

2-10. Your Employment Records

Upon employment, personnel provide the Company with personal information, such as address and telephone number. This information is contained in the employee's personnel file. As the personnel file contains Personally Identifying Information (PII) it is safeguarded accordingly by the Company.

The employee is responsible for keeping his or her personnel file up to date by informing the HR Department of any changes not done in ADP. The employee also should inform the HR Department of any specialized training or skills he or she may acquire in the future, as well as any changes to name or immigration status. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk.

Neither Azimuth nor ADP will be responsible for any detrimental effect to an employee for failure to advise and ensure either organization of changes to personal information that affect the taxation of the employee's income or the health, welfare and safety of the employee.

2-11. Position Descriptions

The purpose of job descriptions at Azimuth is to define the duties, set requirements/goals, core competencies, and soft skills for filling the job. These position descriptions are established by Azimuth's HR Department, in conjunction with the Program Manager and contract requirements when applicable, and approved by, corporate or program management as appropriate. Position Descriptions are reviewed and updated (as necessary) prior to or in conjunction with Annual Performance Reviews and at any time there is a change to the scope of the position or a material change to the employee or contract information. All position descriptions will include: title of position, definition of primary position functions, definition of accountability, position qualifications (such as job experience, skills and education), and core competencies.

2-12. References

Azimuth Corporation will respond to reference requests through the HR Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and position held. Requests for reference information must be in writing, and responses will be in writing; email is acceptable. Please refer all requests for references to the HR Department.

Only the Human Resources Department may provide references.
2-13. Separation of Employment

An employee may be separated from employment either voluntarily or involuntarily by resignation, retirement, lack of work, poor performance, loss of clearance eligibility (in some cases), or other reasons. Departure/separation date may not occur on a holiday.

Exit Interviews: Management may conduct an exit interview to collect the return of access materials, credentials, work in progress, and to go over an exit checklist with you and discuss the documentation that will follow your departure.

Return of Corporate Property: Any property issued to you by the corporation such as software, computer equipment, databases, files, cell phone, pager, keys, parking passes, credit card(s) or any other equipment must be returned at the time of termination. You will be responsible for any lost or damaged items.

Voluntary Terminations: Voluntary terminations are to be sent in writing (email is acceptable) to the employee’s Azimuth Supervisor, preferably, with a notice time of two (2) weeks or more. Your Supervisor will, in turn, inform the HR Department for coordination of benefits and employment exit.

Termination, Layoff and Recall: Reduction in employment due to adverse economic or other contract conditions will be conducted in accordance with the following procedures:

Involuntary terminations shall be delivered to the employee by their Azimuth Supervisor and an Authorized HR Representative. Involuntary terminations shall be immediate, unless determined otherwise at the discretion of Azimuth’s management. In either case, as soon as an Azimuth Supervisor is aware a termination must be accomplished, notification shall be provided to the HR Department for coordination of benefits and preparation for exit.

In the event that a layoff is expected, Azimuth will attempt to communicate information about an impending layoff as soon as possible. Layoffs expected to be temporary will be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and then handled according to Company termination of employment policies.

Employees will be selected for layoff based on the following criteria:

- Promotion potential and transferability of skills to other positions, if possible
- Demonstrated current and past performance
- The needs of the Company, client and specific projects
- Length of service with the Company

An employee's length of service is measured from the original date of employment with the Company, as long as there has not been a break in service. Employees who were brought on as temporary hires will have an original date of employment from the first day as a regular employee. Employees selected for layoff will be given as much notice as is possible at Azimuth’s discretion, or as is required by law. Employees who are laid off will be maintained on a recall list for six (6) months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the HR Department if they become unavailable for recall. Employees who do not keep a
current home address on record with the HR Department will lose their recall rights.

Employees will be recalled according to the needs of the Company, their classification and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the HR Department. Unless an employee responds to the recall notice within seven (7) days following receipt of the notice or its attempted delivery, the employee’s name will be removed from the recall list and the employee will no longer have any job rights with the Company.

Credit for seniority will continue to accumulate during any layoff of thirty (30) days or less. Employees laid off for more than thirty (30) days and subsequently rehired within one (1) year from the date of layoff will be credited with the years of service accumulated at the time of layoff.

If the layoff is expected to exceed thirty (30) days, pay equal to the number of unused PTO hours accrued will be paid at the time of layoff. Employees who are laid off will not accrue PTO during the layoff.

All exits, whether via termination, voluntary or involuntary, or layoff, shall include an exit interview to be completed with an Authorized HR Representative. Information to continue Company health insurance coverage through COBRA will be provided to all eligible personnel exiting the Company.

2-14. Government Closures (Delayed Arrivals/Emergency Closing/Early Release)

Government closures may occur during the contract performance period as a result of Executive Order, Office of Personnel Management direction or other form of Federal proclamation. These closures are often due to inclement weather, potentially hazardous conditions or other special circumstances.

In the event that Azimuth offices or a government worksite is closed due to a severe snowstorm, hurricane, flooding, power failure, or other unanticipated/unplanned event, all personnel have various options to make up the missed work hours.

- Non-exempt Personnel may utilize PTO and take the day off;
- Non-exempt Personnel, with Azimuth Supervisor pre-approval, may work from home;
- With Azimuth Supervisor approval, personnel may request to make up missed hours. If making up time, exempt employees must make up their time within the same pay period; non-exempt employees please note that make-up hours must occur within the same week as long as no week has more than 40 hours of direct labor on the timesheet. Hours for bereavement, holiday, jury duty, PTO, etc. DO NOT count toward your 40 hours of work for a given calendar week.

In accordance with FLSA, exempt employees are considered to be on "Administrative Excused Absence" for any hours less than 40 they are unable to report due to closure. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week. If 40 hours are missed within the same calendar work week, exempt personnel must utilize one of the other methods of time allocation as mentioned above. In the event that on-site Azimuth personnel are not reachable, be aware that all personnel employed by Azimuth working in a government or government controlled facility, are expected to follow all instructions for on-site
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personnel as announced by base/facility authorities.

2-15. Salary Advances

Azimuth Corporation does not permit advances on paychecks.
Section 3 - General Standards of Conduct

3-1. Workplace Conduct

Azimuth Corporation endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, at the Company’s sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Company property or a co-worker’s property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of harassment policies.
5. Violation of safety rules and policies.
6. Violation of Company's Drug and Alcohol-Free Workplace policy.
7. Fighting, threatening or disrupting the work of others or other violations of Company Workplace Violence policy.
8. Failure to follow lawful instructions of a Supervisor.
10. Violation of the Punctuality and Attendance policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
12. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during working time.
15. Violation of the Solicitation and Distribution policy.
17. Violation of the Communication and Computer Systems policies.
19. Any other violation of Company policy.

All employees are employed at-will, and Azimuth Corporation reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Azimuth Corporation will endeavor to utilize progressive discipline but reserves the right at its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.
3-2. Disciplinary Action

Azimuth would like every employee to grow and prosper within the organization. The primary purpose of discipline is to secure corrective action of an unsatisfactory condition rather than to serve as punishment. If an employee fails to follow rules, policies or regulations governing Company work, job performance, and access and/or handling of classified information as outlined in the National Industrial Security Program Operating Manual (NISPOM) disciplinary action may be required.

Discipline is typically administered in progressively greater degrees of severity for repeated offenses or violations of work rules, safety rules, security rules, work standards, attendance, tardiness, codes of conduct, etc. until corrective action is achieved. If the necessary corrective action is not achieved, an employee may be terminated from employment. If corrective action is not achieved concerning security regulations, dependent upon the severity of the infraction or violation, additional actions may be necessary or required over and above termination of employment including suspension or termination of security clearance, and criminal actions.

There are incidents that are so serious that an employee may be terminated from employment without a sequence of progressive disciplinary steps. Some examples of such incidents include, but are not limited to, theft, willful destruction of Azimuth or customer property, not reporting for work, falsification of records, and willful violation of the NISPOM resulting in willful loss or compromise of controlled, unclassified, classified information, or espionage. Azimuth management reserves the right to initiate and/or advance the disciplinary process at any time based on the seriousness of the offense and retains the sole discretion to terminate any employee if Azimuth management determines such action is in the best interest of the Company, its employees, customers, and clients.

Forms of discipline that Azimuth may elect to use include:

- Verbal Corrections
- Written Warnings
- Final Written Warnings
- Termination

Azimuth Corporation looks at four main factors when determining an employee's disciplinary action:

- Seriousness of offense
- Repetition or duration of offense
- Existence of any prior offenses and disciplinary actions
- Employee response to previous disciplinary actions and current impending disciplinary action

There is no set number of times a less-severe action must be taken before the disciplinary action progresses to a more severe action, and we may skip a step at any time as we deem necessary. At each step, the employee will be warned of the consequences should the employee continue or repeat the offense. If no further problems occur, no further disciplinary actions will be taken.

Azimuth Corporation keeps a permanent written record of all disciplinary actions taken, including
verbal warnings. These reports will remain a part of the employee’s record. Azimuth’s discipline policy in no way limits or alters the employment at-will relationship.

Azimuth Corporation will not permit or condone any acts of retaliation against anyone who reports an occurrence, files a complaint, or cooperates in an investigation of harassment or discrimination complaints.

**3-3. Whistleblower**

A whistleblower, as defined by this policy, is an employee of Azimuth Corporation who reports an activity that the employee considers to be illegal or dishonest business activity. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; Company officials are charged with these responsibilities.

Examples of illegal or dishonest activities may include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting (including improper or inaccurate reporting of time charging).

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, contact your Supervisor or an Authorized HR Representative. Whistleblower protections are provided in two important areas - confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower’s identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. A whistleblower who believes he/she has been retaliated against should contact their Azimuth Supervisor or an Authorized HR Representative immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

**3-4. Punctuality and Attendance**

Employees are hired to perform important functions at Azimuth Corporation. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Generally, asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered job abandonment and a voluntary resignation of employment with the Company.
3-5. Performance Review

Depending on the employee's position and classification, Azimuth Corporation reviews performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the sole discretion of the Company.

In addition to these formal performance evaluations, the Company encourages employees and Supervisors to discuss job performance on a frequent and ongoing basis. Supervisor's review may take into consideration personal observations and interactions, customer feedback, or co-worker observations, at the sole discretion of the Supervisor (anonymity of collected feedback is maintained by the manager to the extent detailed in the remainder of this policy handbook).

Azimuth employees are afforded the ability to, and are encouraged to, actively participate in the performance review process by completing a self-evaluation form. Self-evaluations will be administered to the employee by Human Resources at a time appointed prior to the Supervisor's review.

3-6. Outside Employment

You may hold outside employment so long as you meet the performance standards of your job with Azimuth Corporation and the other job does not create a conflict of interest or ethics.

You will be evaluated by the same performance standards and will be subject to the same scheduling demands, regardless of any existing outside work requirements.

Any outside employment that appears to conflict with or compromises the interests of the Company is not permitted. If Azimuth determines that an employee's outside work interferes with his/her performance or ability to meet the job requirements with Azimuth, or poses a safety risk or health threat, or if it creates an appearance of an organizational conflict of interest or security breach, the employee may be asked to terminate his/her outside employment. Failure to resolve a conflict created by outside employment could result in disciplinary action up to and including termination of employment with Azimuth. Employees also may not receive any income or material gain from individuals outside the corporation for materials produced or services rendered while performing their jobs within the corporation.

3-7. Employee Dress and Personal Appearance

You are expected to report to work well-groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Program Manager or Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

Please be considerate of your customers and co-workers when using perfumes, colognes, powders,
3-8. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, in advance, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted via the Company's electronic expense reporting system along with the receipts in a prescribed and timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

3-9. Travel Policies and Procedures

Employees will be reimbursed for expenses incurred for Azimuth Corporation business travel in accordance with the Company's Travel and Expense Policy which is delivered under separate cover from this handbook. Travel and expense costs are defined as financial charges emanating from transportation, lodging, meals and related items incurred by employees traveling for an Azimuth business purpose. Published per diem rates by area can be found at www.gsa.gov by completing a Per Diem Rate Lookup under Travel.

3-10. Solicitation and Distribution

To avoid distractions, solicitation by any employee of another employee is prohibited while either employee is on work time. Solicitation of any kind and/or distribution of literature by non-employees on Company premises or government facilities is prohibited at all times.

3-11. Communications, Information Technology Equipment, and the Internet

Every Azimuth employee is responsible for maintaining a work environment that promotes respect for all people. Standards are created not to restrict the freedom or productivity of any individual, but to protect the many privileges enjoyed by all Azimuth employees. This policy serves to reinforce Azimuth's philosophy regarding the appropriate use of communications in all forms.

Azimuth employees will typically be issued an Azimuth company email account and an Azimuth computer, depending on their job responsibilities and performance expectations. The primary purpose of providing IT equipment and communication access is to provide employees powerful tools to conduct Azimuth business and enhance communications within the company. Employees are responsible for using common sense and good business judgment in choosing the content of their messages. Azimuth maintains the right to monitor all internet and computer usage and will do so periodically. Supervisors are the first line of enforcement of Azimuth and customer policies; however, through monitoring, if violations are detected, direct disciplinary action will be taken.

Government Furnished IT Equipment: Many Azimuth employees working in customer provided
spaces will also be provided a government email account and will use Government-Furnished Equipment (GFE) in the conduct of business. GFE is any property, equipment (including CACs, laptops, specialized IT equipment, etc.), or reference documents supplied by the agency for onsite performance, all of which belong to the Government. The Azimuth Supervisor responsible, in accordance with the terms of most contracts, will track all GFE and conduct annual inventories of all GFE. Employees assigned GFE are expected to maintain day-to-day control of the GFE and cooperate with the Supervisor during annual inventories.

While it is acceptable to access and record time using these resources, all other Azimuth business should never be conducted using these customer resources. In most cases this is a violation of a contract and will not be tolerated. Corporate email addresses are available for each employee and should be used for all corporate business. In the event an inappropriate email is received, the receiver should notify the sender immediately and management as necessary.

In the event that an Azimuth employee is issued a government email account and/or a government computer, the employee is required to adhere to all government requirements and training IN ADDITION to Company requirements. Government information technology security requirements are not addressed below.

Azimuth Company IT Equipment: Employees may use corporate property, equipment and reference materials, and/or property or reference materials, to perform their job. Corporate equipment (including, but not limited to, computers, printers, fax machines, etc.) assigned to employees is the property of the Company and may not be removed from the building without first obtaining written permission from your Azimuth Supervisor.

All employees are expected to take proper precautions concerning the property, equipment and reference materials they are assigned to use. Any equipment that is malfunctioning should be reported immediately to your Azimuth Supervisor.

Azimuth Corporation's communication and computer systems are intended primarily for business purposes; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Employees must remember they are on company time and in most cases, charging directly to a customer. Personal business should not be conducted while on company or customer time. Questions regarding acceptable use should be directed to the employee’s Azimuth Supervisor.

Computer hardware and software are the property of the Company. Likewise, messages and files sent, received or stored electronically using Azimuth computers and systems are the property of the Company even when addressed to individual employees. Azimuth Corporation may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system. Further, the Company may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate.

Confidentiality and Passwords: While our systems require the use of passwords for corporate security, you should not expect confidentiality of your files at work. The Company reserves the right to access your internet use and messages at any time, without notice. Never disclose personal or system passwords to anyone other than authorized corporate representatives. You are not to attempt to gain access to another employee’s system, including email or voice mail messages.
Since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Violating an employee's obligation to keep confidential and/or proprietary information within requirements set forth by Azimuth could be grounds for disciplinary action, up to and including termination of employment.

Computer Hardware and Software: All computer hardware and software loaded on corporate computers must be approved by your Supervisor and the IT Manager. All software must be corporate owned and licensed. The use of non-approved hardware and software is prohibited. No personal hardware or software, to include computers, are allowed on Corporate or Customer sites without the expressed previous approval of the responsible authorities.

When appropriate files or applications are downloaded or duplicated, they are to be scanned for viruses to prevent the corruption of the company computer systems. Authorized employees should be careful not to transmit confidential, proprietary or trade secret information belonging to Azimuth over non-secure communication lines or systems.

For Azimuth employees working on an Azimuth site, the Company is responsible for implementing communications systems security; whether it be policy, procedure, hardware, or software. All Azimuth-site employees are expected to adhere to the expectation, demands, and requirements of the site in which their work is performed.

This new security initiative may have an effect on telecommuting and create less capability for working from home. Check with your Azimuth Supervisor before making any assumption that work can be performed anywhere other than a government- or Azimuth-controlled setting or site.

Internet Use: Access to the internet has been provided to employees primarily for the benefit of the organization. You should use the internet in an effective, ethical and lawful manner. You may use the Instant Messaging Systems and internet forums primarily to conduct official corporate business or to gain technical or analytical advice. Databases may be accessed for information as needed. The following guidelines have been established for using the internet:

- Allowable uses of the Internet:
  - Company business
  - Limited personal use during work time
  - Non-interfering personal use during non-working time
- Unallowable
  - Personal use that interferes with company business
  - Conducting personal or another company's business activities
- Prohibited
  - Access, view and/or distribute pornographic, immoral, violent, threatening or discriminatory images or messages

The use of company email, internet or computer systems to access, view and/or distribute pornographic, immoral, violent, threatening or discriminatory images or messages is prohibited by...
policy and, in some instances, the law. Email, the internet and other electronic communication systems are never to be used in a manner that discriminates against or harasses. Failure to adhere to the company's policies regarding the appropriate use of computers, email, the internet and its communications systems may result in an employee's access being revoked, disciplinary action and even termination of employment.

Email Signatures: Emails regarding the business of the Company may ONLY be signed with employee’s name, title, corporate name, business contact information (physical address, phone and fax numbers, and individual’s email address), and Azimuth web address. All commercial emails should also contain the logos for the Azimuth Corporation and any other logo as timely released by management for inclusion. Additionally, all commercial emails must contain the following confidentiality statement:

CONFIDENTIALITY NOTICE: This email is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521 and is legally privileged. This email is only for the personal and confidential use of the individual(s) to which it is addressed and contains confidential information. If you are not the intended recipient, you are notified that you have received this document in error, and that any reading, distributing, copying, or disclosure is unauthorized. If you have received this message in error, please notify Azimuth Corporation immediately by telephone (937-256-8571) or by reply electronic email to info@azimuth-corp.com and then remove all traces of the electronic email message, and attachments (if applicable), from your system.

If you need assistance setting up your email signature, please contact your Supervisor who will direct you to the proper IT manager.

Use of Social Media: Azimuth Corporation respects the right of any employee to maintain a blog or web page or to participate in social networking. The Company encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must always use their best judgment. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Confidential and proprietary business information must not be discussed. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.
- If the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position.
- Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Company policies apply equally to employee social media usage.

Personal and Company-Provided Portable Communication Devices: Company-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring.
Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect. All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines.

Portable Communication Device Use While Driving: Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. If any use is permitted while driving, employees are highly encouraged to proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and is encouraged to advise the caller that he/she is unable to speak at that time and will return the call shortly. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

3-12. Inspections

Azimuth Corporation reserves the right to require employees, while on Company or client property, to agree to the inspection of their persons, possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions. Employees are expected to cooperate in the conduct of any search or inspection.

3-13. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Azimuth Corporation may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or
3-14. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the Facility Security Officer to make or approve public statements on behalf of the Company. No employees, unless specifically designated, are authorized to make those statements on behalf of the Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Facility Security Officer, which may or may not need to be obtained through government public affairs approval.

3-15. Smoking

Smoking, including the use of e-cigarettes or tobacco chewing, is prohibited on Company and client premises and in all Company vehicles.

3-16. Health and Safety

Azimuth provides a clean, hazard-free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions and use safety equipment as provided by your Azimuth Supervisor or government personnel for your assigned work location as required. Your work place should be kept neat, clean and orderly.

As an employee, you have a duty to comply with the safety rules of Azimuth and those of the government installations where work is performed, assist in maintaining the hazard-free environment, to report any accidents or injuries - including any breaches of safety - and to report any unsafe equipment, working condition, process or procedure, to an Azimuth Supervisor.

All work-related accidents are covered by Worker’s Compensation Insurance pursuant to the laws of the various states in which we operate. See Section 5.1 Workers Compensation of this Handbook for additional information and instructions on reporting.

Employees working on government installations are required to follow the Safety Guidelines of the organizations within which they work. If you have any questions as to who is your Government Safety Point of Contact, please contact your Azimuth Supervisor to obtain this information.

Laser Eye Safety: The policy of laser eye safety applies to all Azimuth personnel working at Wright-Patterson Air Force Base, or in any co-located testing facility or temporary work environment, with any type of laser, whether or not it is government or privately owned/operated. If an employee will be subject to the laser eye safety program/policy, effective January 1, 2017, you will be informed at your time of hire in order to obtain a baseline laser eye exam, or as soon as practicable for current employees. Any additional laser eye exams will be required in accordance with the Laser Eye Exam Safety Policy.
Employee Handbook

The Laser Eye Exam Safety Policy is provided under separate cover along with a policy briefing and acknowledgement to be signed by the employee and retained in their personnel file. Individual exam reports will be maintained in an employee’s personnel file for the duration of employment with the Company. Azimuth covers the cost of the laser eye exams and information for which will be provided by the HR Department during the hiring process.

To reiterate, employees working on government installations are required to follow the Safety Guidelines of the organizations within which they work. If you have any questions as to who is your Government Safety Point of Contact, please contact your managing Azimuth supervisor to obtain this information.

Emergency Procedures: Azimuth employees must be aware of the basics such as evacuation routes and muster areas. At minimum, all personnel involved in an emergency situation, as soon as possible, must contact their Azimuth Supervisor to let them know their disposition. If the Azimuth Supervisor is unavailable, then contact an Authorized HR Representative. The Azimuth Supervisor, in turn, has the responsibility of contacting corporate to inform them of the latest known condition of all involved or potentially-involved employees.

Employees who handle controllable unclassified (CUI) or classified information have additional responsibilities that require careful thought before the need arises; they must be aware of the either or both Azimuth’s and the government's emergency procedures for handling such material.

Generally prescribed guidelines for surviving an emergency safely while ensuring the protection of classified matter are as follows:

- If an emergency is not life threatening, secure the CUI in a locked cabinet or classified information/material in a security container and proceed with emergency procedures
- If an emergency is life threatening (explosion, fire, active shooter, etc.), the health and safety of workers take precedence over the need to secure CUI or classified material; leave the material where it is and proceed with emergency procedures

It is crucial to plan ahead to ensure employees remain safe, and national security is not compromised. If you need additional guidance please contact the Company FSO.

3-17. Key Control

For all Off-Site Azimuth personnel (Colonel Glenn Highway and the DC PMO [Crystal City, VA] locations), Azimuth will track the issuance of keys/key cards by keeping a log of all issued keys. Upon receiving a key, employees will be briefed on the procedures and authorized use of keys in order to ensure keys are not lost, misplaced, or used by unauthorized persons. Azimuth prohibits the use of corporate-provided keys by any person(s) not a part of the Azimuth Team. Azimuth personnel shall not open a locked area to permit entrance of person(s) other than the Azimuth personnel engaged in the performance of assigned work in any area of the Azimuth Corporation office and DC PMO suites. If necessity dictates due to unforeseen maintenance or emergency circumstances, entrance may be granted to emergency personnel (police, fire, medical) and/or maintenance personnel. All Azimuth personnel are required to surrender their keys, access cards and any other building, suite or office access materials to the Azimuth HR Department upon out-processing from
the Company or when no longer requiring access to locked or closed areas.

For all On-Site Azimuth personnel, it is typically the responsibility of the Azimuth Supervisor to maintain accountability on Government issued keys/key cards. Azimuth prohibits the use of government issued keys by any persons not a part of the Azimuth Team. Azimuth personnel shall not open a locked area to permit entrance of persons other than the Azimuth personnel engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer or Contracting Officer Representative (COR). All Azimuth personnel are required to surrender their keys, CACs, badges, access-proxy cards and any other building, suite or office access materials to the appropriate government personnel when out-processing from the Company or when no longer requiring access to locked or closed areas.

Azimuth personnel are NOT AUTHORIZED to duplicate Company or client issued keys. Azimuth personnel shall report the occurrences of lost or duplicate keys within 24 hours to their Azimuth Supervisor for Azimuth site personnel and to the appropriate government contact for on-site personnel.

3-18. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at Azimuth Corporation. Employees should not post or remove any material from the bulletin board without first discussing it with an Authorized HR Representative.
Section 4 - Leaves of Absence

4-1. Paid Holidays

Azimuth Corporation follows the federal government’s annual holiday schedule. Full-time employees will be paid for the following holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Veterans’ Day</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

When holidays fall or are celebrated on a regular work day, regular full-time employees will receive one (1) day's pay (not to exceed eight [8] hours) at their regular straight-time rate. Regular full-time employees who work less than 40 hours per week will be prorated based on their pre-negotiated prorate schedule. Part-time and temporary employees are ineligible for holiday pay.

No employee may start work or terminate work with Azimuth Corporation on a holiday.

If a holiday falls within an eligible employee's approved vacation period, jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

Employees who need time off to observe religious practices or holidays not already scheduled by the Company should speak with their Azimuth Supervisor as soon as possible. The Company will seek to reasonably accommodate individuals' religious observances.

Please note, any additional holidays or holiday hours granted as Executive Privilege by the Office of the President of the United States apply only to federally-employed military and/or civilian personnel of the government and does NOT extend to the private sector, with rare exceptions. Employees working on government installations and/or worksites should keep this in mind when deciding upon their PTO usage plans as they approach holidays on the government calendar. It is Azimuth's policy that, in these circumstances, employees are bound by the same use of PTO or Make-Up Time as they are under any other installation and/or worksite closing, see Section 2-14, Government Closures (Delayed Arrivals/Emergency Closing/Early Release).

4-2. Paid Time Off (PTO)

PTO is provided by Azimuth for eligible employees to be away from work due to vacation, illness or other personal requirements. All full-time employees will begin accrual and may use their time immediately.

PTO accrues per pay period. PTO accrues on a pro-rata basis so that, for example, employees who have been employed for one week have accrued 1/52 of their annual accrual. In the event that available PTO is not used by the end of the calendar year, employees may carry unused time forward to the next calendar year, up to a maximum of 80 hours. Employees will not earn PTO while on any type of leave. When applying PTO to your timesheet, use no more PTO per day than it takes
to equal eight (8) hours of time for that day.

Full-time employees will earn PTO according to the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Accrual Rate Per Pay Period</th>
<th>Maximum Annual Accrual</th>
<th>Maximum Annual Carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hire through 36 months</td>
<td>5.000 hours</td>
<td>120 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>37 months through 120 months</td>
<td>6.670 hours</td>
<td>160 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>121 months through 180 months</td>
<td>8.33 hours</td>
<td>200 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>181 months and continuing thereafter</td>
<td>10.00 hours</td>
<td>240 hours</td>
<td>80 hours</td>
</tr>
</tbody>
</table>

Full-time employees (working between 30-39 hours) will accrue PTO on a pro-rated basis. Regular employees working less than 30 hours, and Seasonal employees do not accrue PTO time unless they work in the state of Maryland. For these employees, part time and seasonal staff will earn pro-rated sick time based on hours worked, and not to exceed 56 hours in a calendar year in accordance with state and federal law. Unused time may be carried over up to a cap of 64 hours for these employees (see section 6-2 for information on the Maryland Paid Sick Leave).

Employees should record their time off in time increments to the quarter hour (for example, 1.0 hours, 1.25 hours, 1.5 hours, 1.75 hours).

So the Company may schedule work and plan for business requirements, you should give as much notice as possible in scheduling time off by submitting your PTO request from within the electronic timekeeping system, according to its instructions. If there are conflicting dates, preference generally will be given to the employee who has the most tenure. A more junior employee who already has an approved PTO schedule will not, however, be bumped by a more tenured employee.

If planned PTO has to be canceled due to the needs of the Company or customer and you are unable to reschedule the time off within the year, the corporation reserves the option of paying you in lieu of taking the canceled PTO or allowing you to reschedule your time off.

Pay for PTO days will be paid on the regular pay cycle and on actual straight time hours worked. No overtime hours are included in PTO accrual. PTO days are not considered hours worked when calculating overtime hours.

Upon separation of employment, if you have taken time that has not yet accrued, you agree to repay any such amounts and you will be required to complete a deduction authorization form to allow deductions from your final paycheck, to the extent permitted by law.

However, if you have accrued yet unused PTO, you will be paid this time upon separation of employment. If an employee is resigning their position, Azimuth respectfully requests you plan to finish your resignation period providing service to the customer; please attempt to not schedule PTO within the resignation period. If you have no choice, please make your request from within the electronic timekeeping system as soon as possible.

While PTO is paid through ADP via payroll, PTO is solely an Azimuth Corporation policy.

**Advance Paid Time Off (PTO):** Advance PTO, **MAY** be afforded eligible employees by Azimuth Corporation to be away from work due to unexpected illness, emergencies, or other personal
requirements when the employee's accrued unused PTO will be, or has already been, exhausted.

Employees are allowed to "borrow" against future PTO, assuming a negative PTO balance of no more than 24 hours at any given time, and *only with the prior approval of their Azimuth Supervisor*. Approval of "borrowed" PTO will be at the sole discretion of the Supervisor and will only be approved for extenuating circumstances and not for the "convenience" of the Employee.

A Deduction Authorization form must be completed by an Authorized HR Representative that illustrates the amount of pay owed to the Company by the employee should they terminate their position before the "borrowed" PTO has been re-earned. This amount is calculated by multiplying the number of PTO hours "borrowed" by the straight rate of pay of the employee.

Absences any longer than three (3) days under advance PTO or unpaid should be planned for in advance with your Azimuth Supervisor, the Azimuth HR Department, and ADP if necessitating a Leave of Absence. Contact the HR Department for guidance on requesting a Leave of Absence (LOA) regardless of the purpose; be advised FMLA may or may not apply to Leaves of Absence.

### 4-3. Make Up Time

A non-exempt employee who requests time off for personal reasons may voluntarily make up the lost work time as follows:

- All make-up time must be worked in the same workweek as the time taken off;
- You may not work more than 11 hours in a day or 40 hours in a work week as a result of making up time that was or would be lost due to a personal obligation;
- Please use the Azimuth timekeeping system to request any PTO/non-PTO leave; notate any make-up requests and in the comments or in an email, document whether or not you intend to make up time;
- Make-up hours worked will not count as overtime;
- If you take the time off and are unable to work the scheduled make-up time for any reason, the hours missed must normally be made up using PTO or be unpaid;
- If approved make-up time is worked in advance of the time off, you must take that time off even if it is no longer needed for personal reasons.

Your use of make-up time is completely voluntary. Azimuth Corporation does not encourage, discourage, or solicit the use of make-up time.

### 4-4. Other Leave and Leave of Absence

You may be granted a leave of absence to attend to personal matters in situations in which the Company determines that an extended period of time away from the job will be in yours and the Company's best interests.

Absences any longer than three days under advance PTO or unpaid leave should be planned in advance with your Azimuth Supervisor whenever possible, and should necessitate a Leave of Absence. FMLA may or may not apply to a Leave of Absence.
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Your Supervisor and/or management may seek the advice of the HR Department related to your request in the decision to approve or disapprove of the request. Management will make the final decision concerning the request, and if approved, will advise the Azimuth HR Department on the approval. The HR Department will contact you regarding specific requirements for the approved Leave of Absence including your contact with ADP and any specific documents that may be required. While on approved leave, you are expected to report any changes of personal information or changes of status in your need for the leave or your intention to return to the HR Department as soon as possible.

For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy. Benefits that accrue according to length of service, such as PTO and holidays, do not accrue during periods of leave.

Upon return from personal leave due to an illness or injury, you must provide a release to return to work. Any restrictions must be noted on the release. The Company will consider modifications or adjustments to help facilitate your return to work.

A personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

Additional leave of absence policies for the states of the District of Columbia, Maryland, Ohio and Virginia may also apply. See district and/or state specific policies in the back of this handbook.

4-5. Bereavement Leave

"We know the death of a family member is a time when employees wish to be with their families. If you are employed full-time, and lose a close relative, you will be allowed paid time off in the form of bereavement leave for up to three (3) days to assist in attending to your obligations and commitments.

For the purposes of this policy, a close relative includes a spouse, domestic partner, civil union relationship, child, grandchild, parent, sibling (or comparable step-relations), grandparents, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Paid leave days only may be taken on regularly scheduled and consecutive workdays following the day of death. Employees must inform their Azimuth Supervisor or the HR Department prior to commencing bereavement leave.

In administering this policy, the Company requires proof of death within 10 days of the bereavement leave period. Proof of death may be provided by submitting any of the following to the Azimuth’s HR Department: 1) obituary of the decedent (either newspaper clipping or from the internet); 2) photocopy of the decedent’s certificate of death; or 3) letter providing testament of attendance of services on letterhead from the funeral services provider."
4-6. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

4-7. Jury Duty and Witness Leave

If you are summoned to jury duty or to appear in court as a witness, Azimuth Corporation will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, Azimuth Corporation will continue your pay for five (5) days of jury service per calendar year. If you are required to serve more than five (5) working days of jury service in a calendar year, you will be allowed additional time off without pay to complete the jury service. Azimuth Corporation will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your Azimuth supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury or witness duty leave, you must submit a copy of the summons to your Azimuth supervisor or the HR Department as soon as it is received. In addition, you must also submit to your Azimuth supervisor or HR Department a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against any employee due to their service as either a juror or witness in state or federal courts.

4-8. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must submit to management an advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

As with other types of Leave of Absence, you should contact your Azimuth Supervisor, Azimuth's HR Department, and ADP MyLife Advisors at 844-448-0325 for guidance as early as practicable in order to report a military service Leave of Absence.
4-9. Parental Leave

Employees ineligible for leave under the Family Medical Leave Act (FMLA), whether due to geographic area or by lack of service required for eligibility, are allowed by Azimuth up to six (6) weeks of unpaid leave immediately following the birth or the adoption, of a child.

4-10. Pregnancy/Maternity Leave

In accordance with federal and state regulations, pregnancy/maternity is treated like any other medical condition that prevents or limits your ability to perform your job.

Benefit eligible, female Azimuth employees requiring leave of absence for pregnancy and/or maternity leave are eligible to seek medical leave of absence and coverage, for the period of disability, under the available Short-Term Disability policy; medical leave of absence may or may not be covered under FMLA.

4-11. Virginia: Crime Victim Leave

An employee who is the victim of or who is the family member of the victim of a crime is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim.

You must provide documentation supporting your need for leave. Azimuth Corporation will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

4-12. Ohio Specific Leave Policies

Crime Victim Leave

An employee who is the victim of or who is the family member of the victim of a crime is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim.

You must provide documentation supporting your need for leave. Azimuth Corporation will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

Emergency Responder Leave

Azimuth Corporation provides unpaid leave for employees who perform emergency duty as a member of a volunteer fire department or volunteer rescue squad if the activity is in response to an emergency declared by the governor. If you are participating as one of these emergency responders, notify your Azimuth supervisor so the corporation may be aware of the fact that you may
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have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your Azimuth supervisor before doing so, when possible. Upon completion of emergency duty, you may be required to provide documentation to support your absence. Azimuth Corporation will comply with additional requirements under state law.

Family Military Leave

Ohio Family Military Leave provides employees up to 10 days or 80 hours (whichever is less) of unpaid leave to certain family members of a person called to military service lasting longer than 30 consecutive days, or who is injured, wounded, or hospitalized while serving on active duty.

Active duty is defined as full-time duty in the active military service of the United States or pursuant to an Executive Order of the President, an Act of Congress or a Proclamation of the Governor.

Eligible Employees

To qualify to take Ohio Family Military Leave, you must meet the following requirements the date leave is to begin:

1. You are an active employee in Ohio and have been employed for at least 12 consecutive months;
2. You have worked at least 1,250 hours during the 12-month period immediately preceding the request for leave; and
3. You are the spouse, parent, or current or former legal guardian of a service member called to military service lasting longer than 30 days or who is injured, wounded, or hospitalized while serving on active duty.

Approved Reasons for Leave

Family military leave may be used during any of the following periods:

1. The two-weeks prior to the deployment of the service member; or
2. One week immediately following deployment of the service member.

Employees must give at least 14 days written notice of the intended date upon which the family military leave will begin due to a call to active duty. Employees must provide two (2) days advance notice to employers that they intend to take family military leave if such leave is being taken because of a service member’s injury, wound, or hospitalization. If employees are notified by a representative of the uniformed services that their family member’s injury, wound, or hospitalization is critical or life-threatening, employees do not need to provide notice to employers that they intend to take leave.

Ohio Family Military Leave and federal Family Military Caregiver Leave under the FMLA will run concurrently, when applicable. At the end of the family military leave, an employee will be restored to the position held when the leave began or to a position of equivalent seniority status, employee benefits, pay and other terms and conditions of employment.
Section 5 - Benefits

5-1. Workers' Compensation

On-the-job injuries are covered by Azimuth Corporation's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Company procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

5-2. Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between Azimuth Corporation and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

5-3. Short-Term Disability

Azimuth Corporation provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by the Company. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

5-4. Employee Referral Awards

The Company encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. A monetary award may apply, depending on circumstance. Please contact Azimuth's HR Department for more information.
5-5. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is Azimuth Corporation’s policy to provide a combination of supplemental benefits to all eligible employees. These benefits include paid time-off (PTO) benefits, holidays, insurance and other plan benefits. These benefit programs have been developed over the years and continue to be evaluated to keep up with changing times and needs.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Human Resources Department or by contacting the ADP MyLife Advisors at 844-448-0325. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Azimuth Corporation (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Azimuth’s HR Department.

5-6. Insurance Programs

Full-time employees may participate in the Company's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

5-7. Employee Assistance Program

Azimuth Corporation provides an employee assistance program for employees and their immediate families. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (866) 574-7256.
5-8. Retirement Plan

Eligible employees are able to participate in the Company’s 401k retirement plan. Plan participants may make pre-tax contributions to a retirement account. Employees age 21 and over are eligible to participate immediately upon hire.

Upon becoming eligible to participate in this plan, the employee will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to an Authorized HR Representative if there are any further questions.

5-9. Tuition Assistance, Training, and Development

It is Azimuth’s belief that education leads to self-improvement, which improves the value of the employee to the customer and to Azimuth. In that vein, Azimuth encourages higher education to prepare employees for greater responsibility in their work. Azimuth will pay for courses and/or certificate programs/seminars which are directly related to the employee’s present job or which will help the employee prepare for more responsibility or potential promotion in the future.

Employees who have worked for Azimuth for at least six (6) months and work 40 hours per week are eligible for this benefit. Employees working fewer than 40 hours per week are eligible on a prorated basis. The plan reimburses expenses for any approved course started after eligibility begins. To qualify for reimbursement, the employee must also successfully complete the course with a grade of "C" or better, or the program/seminar with a completion/passing certificate.

Reimbursement may be approved up to a maximum of $1500 per calendar year in which the approved courses or certificate program/seminar is taken.

Employees must work for Azimuth at least 12 months following reimbursement, or repay any tuition assistance received within the prior 12-month period. This requirement does not apply if the employee is laid off due to insufficient work.

Contact Azimuth’s HR Department for a request form. The form must be completed and reviewed by your Azimuth supervisor and HR representative, and approved at least 10 business days prior to your enrollment in any course or certification program/seminar.

Note, this program does not apply to courses, seminars, or training provided by ADP or Azimuth Corporation.

5-10. Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave,
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they should contact their supervisor or ADP TotalSource.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by a covered Company* for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

*Note a covered Company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.

II. Entitlements

The FMLA provides eligible employees with a right to leave, applicable health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlement:

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave also is available for family members of active duty service members.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
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Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered servicemembers also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and
G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their supervisor or ADP TotalSource (866-400-6011), Option 2 or email: Totalsource.FMLA@adp.com) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-
protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company and/or ADP TotalSource notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees, who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of an employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith
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Efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call
to active duty status and the dates of the covered military member’s active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Reporting Changes to Anticipated Return Date & Periodically Concerning Intent to Return to Work

Employees must contact ADP TotalSource at 866-400-6011, Option 2 periodically in accordance with the instructions noted on the Eligibility Notice regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company or ADP TotalSource with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

F. Substitute Paid Leave for Unpaid FMLA Leave

Employees must (unless the Company specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time off to supplement any paid disability benefits.

G. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage (if applicable) under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee’s paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. Employees should contact their immediate supervisor to make these arrangements.
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The Company’s obligation to maintain health care coverage ceases if an employee’s premium payment is more than 30 days late. If an employee’s payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Company. (This fact-specific determination will be made by the Company on a case-by-case basis.) The Company will notify you if you qualify as a “highly compensated” employee, if the Company intends to deny reinstatement, and of your rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact your supervisor or ADP TotalSource (866-400-6011), Option 2 or email: Totalsource.FMLA@adp.com. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact ADP TotalSource immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company’s other leave policies in your Company handbook as applicable or contact your supervisor or ADP TotalSource.

5-11. Medical Leave and Family Care (MLFC)

The Company provides leaves of absence without pay to eligible employees for any of the following reasons: (1) the birth of a son or daughter and to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care and to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of your own serious health condition which renders you unable to
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perform an essential function of your position. Leave because of reasons (1) or (2) must be completed within the 12 month period beginning on the date of birth or placement.

For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. In the event that state or federal law provides for greater rights than provided by this policy, it is the Company’s policy to govern its actions in accordance with those laws.

How to Request Leave

Employees may request leave only after having been employed for one year. Exceptions to the service requirement will be considered to accommodate protected disabilities. Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Certification Requirements

Employees must provide written documentation from their health care provider supporting the need for leave including a detailed explanation of the medical reason why the employee requires a leave of absence, any accommodations that might enable the employee to return to work, and the health care provider’s opinion (supported by medical reasoning) as to the likely date the employee will return to work, if known. In the case of leave to care for a covered family member, the employee must also provide documentation substantiating the need for leave. This would include, for example, a statement from the family member’s healthcare provider indicating that the family member is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety.

Any changes in this information should be promptly reported to The Company.

Company Communications with Medical Professionals

We seek to work cooperatively with medical professionals to make informed individualized assessments about our employees’ ability to work and/or be at work. To accomplish this goal, from time to time, and as permissible by law, we may need to obtain additional medical information from your treating physician or other medical professionals we might retain to offer an opinion on your ability to work or be at work. While we expect you to comply with these requests, if you have any concerns about providing such information, you should contact [appropriate Client Representative (e.g. onsite HR rep)] so we can attempt to address them. While we will assist you in whatever ways we can, it is your responsibility to see that your treating physician provides the information we request.

Amount of Leave Available

Eligible employees are normally granted leave up to a maximum of 12 weeks within a 12 month rolling period measured backward from the date of any leave usage. For purposes of this policy, leave usage includes leave previously granted under state or federal leave laws (i.e. FMLA) for the same reasons provided by this policy or leave previously provided pursuant to this policy.

Leave must be used in one-week increments. Exceptions to this minimum increment requirement will be considered to accommodate protected disabilities. Employees will also be required to exhaust any accrued paid leave time while taking unpaid leave.
If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Extensions will be provided based on operational requirements and business needs. However, benefits will only be provided for the initial maximum of 12 weeks after which time the employee may apply for benefits continuation under COBRA.

**Continuation of Health Insurance Benefits while on Leave**

Health insurance benefits will be provided by The Company for a maximum of 12 weeks under the same terms that would have applied had the employee not taken leave. Employees remain responsible for payment of the employee contribution while on leave. Payment must be received by the [date] of each month. Failure to make timely payments may result in a termination of health insurance benefits.

Employees who exceed the 12-week maximum period of leave will become responsible for the full costs of these benefits and may apply for benefits continuation under COBRA. When the employee returns from leave, benefits will again be reinstated on the first of the month following the employee's return to work.

**Returning from Leave / Job Restoration**

An employee on leave is requested to provide The Company with at least two weeks advance notice of the date the employee intends to return to work so that an employee's return to work can be properly scheduled.

Employees returning from leave for the employee's own serious health condition must submit a health care provider's verification of their fitness to return to work.

Job restoration is not guaranteed. However, when a leave ends, The Company will make reasonable efforts to reinstate the employee to the same position previously held by the employee if it is available. If it is not available, The Company, will make reasonable efforts to reinstate the employee to an equivalent position for which the employee is qualified and if an equivalent position is not available, then to a lower level position.

If an employee fails to return to work on the agreed upon return date, The Company may assume that the employee has resigned.
Section 6 - Maryland Addendum

6-1. Maryland Pregnancy Accommodations

In compliance with Maryland law, if a pregnant employee requests an accommodation for a disability caused or contributed to by pregnancy, Azimuth Corporation will explore reasonable accommodations with the pregnant employee, and it will endeavor to provide a reasonable accommodation unless doing so would impose an undue hardship on Azimuth Corporation. Such accommodations may include:

1. changing the employee's job duties;
2. changing the employee's work hours, relocating the employee's work area;
3. providing mechanical or electrical aids;
4. transferring the employee to a less strenuous or less hazardous position;
5. providing leave.

The Company may require a certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation to the same extent a certification is required for other temporary disabilities. A certification should include:

1. the date the reasonable accommodation became medically advisable;
2. the probable duration of the reasonable accommodation; and
3. an explanatory statement as to the medical advisability of the reasonable accommodation.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact the Head of Human Resources and/or the Employee's Supervisor and/or Human Resources Generalist.

6-2. Maryland Sick and Safe Leave

Pursuant to Maryland law, employees are entitled to earn sick and safe leave. The year commences on January 1st and ends December 31st. An employee accrues earned sick and safe leave at a rate of at least one (1) hour for every 30 hours the employee works, however, an employee is not entitled to earn more than 40 hours of sick and safe leave in a year.

An employee is not entitled to earn sick and safe leave during:

1. a two-week period in which the employee worked fewer than 24 hours total;
2. a one-week period if the employee worked fewer than a combined total of 24 hours in the current and preceding period; or
3. a pay period in which the employee is paid twice per month and the employee worked fewer than 26 hours in the pay period.
An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) is assumed to work 40 hours per week.

An employee may carry over any earned but unused sick and safe leave up to 40 hours but an employee may not accrue more than 64 hours of sick and safe leave at any time.

Employees will not be paid for any unused sick and safe leave upon termination of employment. If an employee leaves employment and is rehired within 37 weeks of departure, any earned and unused sick and safe leave that the employee had at the time of termination will be reinstated.

**Leave Usage**

Employees are not permitted to use leave during the first 106 calendar days of their employment.

An employee is allowed to use earned sick and safe leave under the following conditions:

1. to care for or treat the employee's mental or physical illness, injury or condition;
2. to obtain preventative medical care for the employee or the employee's family member;
3. to care for a family member with a mental or physical illness, injury or condition;
4. for maternity or paternity leave; or
5. the absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (a) to obtain medical or mental health attention, (b) to obtain services from a victim services organization, (c) for legal services or proceedings; or (d) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling or legal guardian. For a complete list of family members included under the law, please see §3-1301(G) of the Labor and Employment Article of the Maryland Annotated Code.

Employees are permitted to use the leave in increments of not less than .25 hours.

An employee, due to emergent or extenuating circumstances, may be afforded the ability to use sick and safe leave as yet unearned and/or unaccrued up to a maximum of 12 hours. This use is considered "borrowing" against future sick and safe leave earnings, assuming a negative sick and safe leave balance and may not be more than the permitted 12 hours at any one time, and **only with the prior approval of their Azimuth Supervisor.**

A Deduction Authorization form must be completed by an Authorized HR Representative that illustrates the amount of pay owed to the Company by the employee should they terminate their position before the "borrowed" sick and safe leave has been re-earned. This amount is calculated by multiplying the number of "borrowed" hours "borrowed" by the straight rate of pay of the employee.

If the need to use sick and safe leave is foreseeable (for example, a scheduled doctor's appointment), the employee must provide notice seven (7) days prior to leave use. Notice must be annotated in a leave request in the same manner and procedure as PTO leave or make-up time requests, submitted from within the timekeeping system, with the added comment of "MD Sick and Safe Leave, and be approved by the employee's supervisor within the timekeeping system. If the need to use sick and safe leave is not foreseeable, the employee must provide notice as soon as practicable by the same means.
A request for earned sick and safe leave may be denied if the employee fails to provide the required notice and the employee's absence will cause disruption to the employer.

Employees may only use earned sick and safe leave for one of the listed authorized reasons. Employees using earned sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use sick and safe leave in the future.

If an employee uses sick and safe leave for more than two consecutive scheduled shifts, the employee must provide verification that the leave use was appropriate.

As indicated above employees may not use sick and safe leave for the first 106 days of their employment.

With each pay period, employees will be provided with a statement of leave availability, with accrual and use details through the electronic timekeeping system.

6-3. Voting Leave

Employees who are eligible and registered to vote in an election and who do not have two (2) consecutive hours before or after work to vote may request up to two (2) hours with pay to vote.

Upon their return to work employees must provide proof of voting on a form prescribed by the State Board.

6-4. Family and Medical Leave

Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Head of Human Resources.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.
A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military services under
condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.
III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Head of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the employee's health
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care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required
on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees may use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation
F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Company upon leave.

The Company's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Company. (This fact-specific determination will be made by the Company on a case-by-case basis.) The Company will notify employees if they qualify as a "highly compensated", if the Company intends to deny reinstatement, and of the employee's rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Head of Human Resources. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Head of Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any
State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact the Head of Human Resources.
General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with Azimuth Corporation. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

I have received and read a copy of Azimuth Corporation's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Azimuth Corporation other than the Human Resources Director may alter "at will" status and any such modification must be in signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee handbook.

Employee's Printed Name: ____________________
Employee's Signature: _______________________
Position: ___________________
Date: ___________________
Receipt of Sexual Harassment Policy

It is Azimuth Corporation’s policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

I have read and I understand Azimuth Corporation's Sexual Harassment Policy.

Employee's Printed Name: ________________________

Employee's Signature: _________________________

Position: ________________________

Date: ________________________

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.
Receipt of Non-Harassment Policy

It is Azimuth Corporation's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

I have read and I understand Azimuth Corporation's Non-Harassment Policy.

Employee's Printed Name: ____________________
Employee's Signature: _______________________
Position: ___________________
Date: ___________________

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.