



STAFFING AND BUSINESS SOLUTIONS

ASSOCIATE HANDBOOK

Revised January 2012

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DPLOYIT, INC

COMPANY OVERVIEW

DPLOYIT, Inc. is a premier Information Technology, Professional Services Staffing and Business Solutions Company. Established in 2002 and headquartered in Addison, Texas, DPLOYIT includes four satellite offices located in Indianapolis, IN, Orlando, FL, Sacramento, CA and Delran, NJ.

Principal Owner Ralph Harper, a former PepsiCo executive, boasts more than 23 years of IT and business experience. DPLOYIT, a certified minority-owned business, has developed strategic partnerships with major staffing agencies and software development companies. These partnerships allow DPLOYIT to deliver uncommon depth to solutions of all staffing needs at any level; as well as software development services for our client's IT department. Mr. Harper has twice been featured as a key note speaker for the DFW Minority Business Council as well as for minority summits with our strategic partners.

ACCOMPLISHMENTS AND RECOGNITION

DPLOYIT provides distinguished service and staff augmentation to the nation's top firms. Past and present highlights include:

- 1,000 jobs annually in the Education Field – Hand Scoring
- Senior level SAP architects on a large Fortune 50 clients' SAP initiative
- JAVA and C++ analysts on large Fortune 500 projects
- Help desk and desk-side support analysts
- Financial analysts to a Large Business/Small Business Valuation companies
- Several deployment analysts on multiple national deployment projects, including feature and functionality training
- Quality assurance services to include interoperability, stress and application testing
- Call center resources
- Direct-hire IT management positions at a major healthcare system
- Direct-hire executive level IT positions at a major snack-food company
- INC 5000 Fastest Growing Company – Ranked 903 out of 5000
- Ranked 39 by INC 5000 in North Texas
- Kelly Services BRIDGE Award Winner
- Nominated as "Supplier of the Year" by DFW Minority Business Council (2004 and 2006)

CONTACT INFORMATION

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EQUAL EMPLOYMENT OPPORTUNITY

DPLOYIT is an Equal Opportunity Employer. Opportunities are based on qualifications and relevant experience without regard to race, color, religion, sex, sexual orientation, marital status, veteran status, national origin, age, disability, pregnancy, childbirth, or related medical conditions or other categories protected by federal, state and local laws.

Managers shall ensure that all personnel programs and actions including, but not limited to, hiring, promotion, discipline, compensation, benefits, layoffs, returns from layoffs, discharge, transfer, leaves of absence, training, educational tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, sex, sexual orientation, marital status, veteran status, national origin, age, disability, pregnancy, childbirth or related medical condition or other categories protected by federal, state and local laws.

HARASSMENT / DISCRIMINATION POLICY

POLICY

DPLOYIT does not tolerate harassment or discrimination of its applicants or employees by another employee, supervisor, manager, vendor or customer. Any form of discrimination or harassment on the basis of race, religion, color, age, sex, sexual orientation, gender identity, national origin, marital status, medical condition, disability, veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws is a violation of this policy.

HARASSMENT DEFINED

Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing, etc.), graphic (including offensive posters, symbols, cartoons or emails, etc.), or physical conduct (including physically threatening another or blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy even if it is not unlawful.

SEXUAL HARASSMENT DEFINED

Sexual harassment, as defined by Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include non-sexual conduct that is discriminatory on the basis of the person's gender.

DPLOYIT considers the following conduct to represent some of the types of acts which violate the Company's Sexual Harassment Policy:

A. Physical assaults of a sexual nature, such as: rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

B. Unwanted sexual advances, propositions or other sexual comments, such as: sexually-oriented, gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

HARASSMENT POLICY (continued)

C. Preferential treatment or promises or preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity or compensation or reward; and

D. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.

E. Sexual or discriminatory displays or publications anywhere in DPLOYIT's workplace by the DPLOYIT employees, such as:

1. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the DPLOYIT work environment or possessing any such material to read, display or view at work. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the workplace and who is, posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.
2. Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
3. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

The above is not to be construed as an all inclusive list of prohibited acts under this policy.

PROCEDURES FOR MAKING, INVESTIGATING AND RESOLVING HARASSMENT AND RETALIATION COMPLAINTS

Employees who feel this policy has been violated should report it to their supervisor immediately or to Human Resources. Harassment or retaliation may be reported verbally or in writing.

A. Complaints

DPLOYIT provides its employees with convenient, confidential and reliable mechanisms for reporting incidents of harassment and retaliation.

Supervisors and managers who receive a harassment complaint should promptly report the complaint to Human Resources and/or the CEO. An investigation will begin as soon as possible after the Company has been notified of the complaint. Confidentiality will be maintained to the extent possible.

B. Investigations

All complaints will be investigated expeditiously by Human Resources and/or the manager. When a complaint is made, the supervisor or manager must immediately report all harassment or retaliation complaints to Human Resources and/or the CEO.

C. Cooperation

An effective harassment policy requires the support of DPLOYIT personnel. Employees who engage in harassment or retaliation or who fail to cooperate with DPLOYIT-sponsored investigations of harassment or retaliation will be subject to discipline, up to and including termination. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of the other DPLOYIT employees, or retaliate against harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

PROTECTION AGAINST RETALITATION

Any employee who, in good faith, reports an alleged incident of harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any employee who feels he or she has been subjected to such adverse actions should report him/her to his or her supervisor or the Human Resources Department. Any employee, however, who is found to have knowingly made a false accusation of harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

OTHER AVAILABLE PROCEDURES

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under state or federal law.

ADMINISTRATION

This policy will be administered through the Human Resources Department.

CATEGORIES AND CLASSIFICATIONS OF EMPLOYEES

This policy identifies various categories and classifications of employees, which are used for identification of employee status as well as to clarify eligibility for the various benefits provided by DPLOYIT.

Regular Full-Time Employee: An employee in an authorized, regular full-time position with a normal workweek of forty hours or more is classified as a regular full-time employee.

Exempt Employee: An employee occupying a position which is exempt from overtime pay requirements under applicable federal and state wage and hour laws is classified as an exempt employee.

Non-Exempt Employee: An employee occupying a position which is eligible for overtime pay under the specific provisions of federal and state wage and hour laws is classified as a non-exempt employee.

Temporary or Billable Employee: An employee that is billed out to a DPLOYIT client and whose employment is considered temporary or seasonal.

Corporate Employee: An employee that is not billed to a client and works in the corporate office located in Addison, Texas.

BUSINESS ETHICS POLICY

DPLOYIT employees will maintain the highest ethical standards in the conduct of Company affairs. The intent of this policy is that each employee will conduct the Company's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

GIFTS, FAVORS AND PAYMENTS MADE BY THE COMPANY

Gifts, favors, and payments may be given to others at Company expense, if they meet all of the following criteria:

1. They are consistent with accepted business practices.
2. They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff.
3. They are not in violation of applicable law and generally accepted ethical standards.
4. Public disclosure of the facts will not embarrass the Company.

Payments, commissions or other compensation to or for the benefit of customers/clients (or their family members or associates) not required by written contract, are contrary to Company policy.

GIFTS, FAVORS AND PAYMENTS RECEIVED BY THE COMPANY

Employees shall not seek or accept for themselves or others any gifts, favors, entertainment, or payments without a legitimate business purpose, nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of the Company.

1. Associates may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:
 - a. Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
 - b. Gifts of small value from vendors such as calendars, pens, pads, knives, etc
 - c. Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event. These are not to be solicited by the company employee and must be approved by appropriate management.
 - d. Overnight outings are acceptable under the condition that individuals from either other companies or the vendor are in attendance. The associate must have prior approval from the appropriate company management.
 - e. Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.

Day outings such as golf, fishing, and hunting and use of vendor's facilities (vacation homes, etc.) are acceptable with prior approval from appropriate company official.

It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

BUSINESS ETHICS POLICY (continued)

EMPLOYEE REQUIREMENTS

1. Employees shall conduct their business activities with honesty, fairness, and integrity, acting impartially and not giving preferential treatment to any person or organization.
2. Employees shall not make commitments or promises that are beyond the scope of their authority, or which DPLOYIT cannot or is unlikely to consider or meet.
3. Employees shall not misrepresent facts, falsify or tamper with records, or destroy records except as permitted under an officer of the company's supervision.
4. Employees shall not use their position with the Company for private gain.
5. Employees shall protect and conserve DPLOYIT's resources and shall not use them for other than authorized purposes.
6. Employees shall comply with all applicable laws and regulations including but not limited to: laws and regulations that govern health, safety, environmental, and labor issues and activities.
7. Employees shall attempt to avoid any actions that create the appearance that they are violating the ethical standards set forth in this policy. When in doubt, employees should share the situation and/or information with their supervisor, management, or the CEO.

The standards in this policy reflect each employee's responsibility to live up to the expectations of the board of directors, management, our stockholders, our clients, and other employees. These standards will be enforced, and failure to comply with the standards may result in disciplinary action, up to and including discharge.

CONFLICTS OF INTEREST

Employee should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Company. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the company are to act in the best interest of the company. Each employee shall make prompt and full disclosure in writing to their manager or Human Resources of any potential situation which may involve a conflict of interest. Such conflicts include:

1. Ownership by employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with or is a competitor of the company.
2. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with or is a competitor of the company. Exceptions to this can be approved by CEO.
3. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the Company or its interests.
4. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the company.

BUSINESS ETHICS POLICY (continued)

CONFIDENTIAL INFORMATION

The revelation or use of any confidential product information, data on decisions, plans, or any other information which might be contrary to the interest of the Company without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited and will subject an employee to the Discipline Policy up to and including immediate discharge.

COMPLAINTS

Open communication is essential when an employee has problems or concerns regarding his/her job. Misunderstandings or conflicts can arise in any organization and most of these incidents can be resolved through effective communication between the employee and the immediate supervisor.

It is DPLOYIT's desire to: (a) provide equitable and timely complaint review procedures for all employees; (b) facilitate free discussion of employment and employment-related problems between employees and supervisors; (c) foster a better understanding of administrative policies, procedures and practices; (d) promote reaching the right decisions in climate of mutual understanding and objective, factual-based thinking; (e) ensure that those who file complaints are not retaliated against; (f) assure that the best interests of the company are served; and (g) enforce this policy in an environment that is free of intimidation or retaliation.

COMPLIANCE

Any violation of this policy will subject the employee to disciplinary action up to and including immediate discharge. Any employee having knowledge of any violation of the policy shall promptly report such violation to Human Resources or the CEO. Each department head and company officer of DPLOYIT is responsible for compliance in their area of responsibility. When questions arise concerning any aspect of this policy, contact Human Resources or the CEO.

STANDARDS OF CONDUCT

The Company maintains high standards for orderly and efficient service. To achieve these standards, DPLOYIT expects all employees to maintain professional personal standards of conduct. These standards of conduct are necessary to ensure the health and safety of all team members, to protect company property, and to provide a superior quality of service for our clients. Failure to adhere to these standards may lead to disciplinary action up to and including separation.

All team members are expected to follow established company policies and/or departmental rules. Listed below are some examples of violations of Standards of Conduct. However, the list below is not meant to be all-inclusive of proper standards of conduct.

1. Any form or act of harassment based on sex, race, religion, age, color, national origin, disability or sexual orientation.
2. Failing to show respect and courtesy to anyone including other co-workers, clients, customers and vendors.
3. Physical conflict with any person or acting in any manner not deemed to be appropriate.
4. Possession of a firearm or other weapon while on company property or on company business.
5. Theft, attempting theft, or removing from the company premises (without proper authorization) any property of the company, another team member, or items not deemed to be solely the employee's property.
6. Careless or willful destruction of or damage to company property.
7. Unauthorized use of company equipment, computer software programs or facilities.
8. Being convicted of a felony, as defined by local, state or federal laws, or any other conviction (felony or misdemeanor) of an act involving dishonesty, while employed at DPLOYIT.
9. Purchasing, selling, possessing, consuming and/or being under the influence of alcohol or illegal drugs during working hours or on company premises or employee's work location during, before, or after working hours.
10. Gambling activities of any kind on company premises.
11. Unauthorized discussion of, use of, or removal of confidential company information records, including the sharing of company information on the Internet.
12. Unauthorized removal, duplication or transfer of company keys, or other company property.
13. Failing to comply with the company's safety and security rules.
14. Falsifying of personnel, employment, financial or other company records, or providing misleading information; misuse of company information for non-business related purposes or for personal profit.
15. Failing to participate in a company investigation upon request.
16. Failing to comply with DPLOYIT work performance standards.
17. Refusing to obey direct instructions from a Supervisor (insubordination).
18. Unauthorized absence from work area prior to the end of the work schedule.
19. Failing to report to work after the expiration of a leave of absence.
20. Sexual fraternization on the premises of DPLOYIT or the employee's work location.
21. Failing to comply with established dress and grooming guidelines.
22. Sleeping on the job.

Standards of Conduct (continued)

This policy establishes guidelines for investigating and disciplining employees who have, or may have, violated Company policies or procedures. Supervisors will administer appropriate disciplinary action without regard to race, color, religion, sex national origin, age, disability or veteran status.

Company policies provide information and should not be constructed as a contract between an employee and the Company. The Company reserves the right to deviate from this policy any time the circumstances may warrant.

DISCIPLINARY PROCESS

DETERMINING TYPE OF DISCIPLINE

The Company reserves the right to take appropriate disciplinary action, including none at all, based on the facts of each situation. The Company may consider such factors as the type and severity of the offense or offenses, the employee's work record, and any mitigating or aggravating circumstances which may be relevant to the situation. Supervisors must discuss any proposed disciplinary action involving involuntary demotion, suspension, or discharge with Human Resources before the action is taken. Human Resources is available to consult with a supervisor on lesser disciplinary measures upon the supervisor's request.

PROGRESSIVE DISCIPLINE STEPS

Oral Warning: An oral warning identifies a violation or an area needing improvement and specifies the corrective action that must be taken. A supervisor will maintain a written record of this warning within the department file.

Written Warning: A written warning identifies a violation or an area needing improvement and specifies the corrective action that must be taken. A copy of the written warning and the employee's response becomes a permanent part of the employee's personnel file.

Final Warning: Continued failure to correct the problem identified in the Written Warning will result in the employee receiving a Final Warning. If the offense is deemed so serious, a Final Warning may be issued without having received any prior warning.

Discharge: An employee will be involuntarily terminated under progressive discipline upon issuance of a third active written warning within a twelve-month period. These three active written warnings do not need to be for the same violation. If warranted, discharge of an employee may occur without prior progressive discipline.

OTHER DISCIPLINARY STEPS:

Suspension: Employees may be suspended for investigation purposes or where deemed relevant as a form of discipline. A suspension is time off without pay. An exempt employee may not be suspended for less than a full workweek, unless the discipline is for violation of a safety rule of major significance. If warranted, a suspension may occur without prior progressive discipline.

Involuntary Demotion: An involuntary demotion is the movement of an employee from their current position to a position of lesser responsibility as a disciplinary action. Involuntary demotion should only be considered as an appropriate form of disciplinary action with the employee's job performance or conduct is unsatisfactory in the current position held and it is determined by DPLOYIT that the employee should be retained in a position of lesser responsibility.

TERMINATION PROCESS

All employment with DPLOYIT is at-will. DPLOYIT or the employee may terminate the employment relationship at any time and for any reason with or without notice, reason or cause. Employment may be terminated due to resignation, retirement, layoff or discharge.

Eligible employees will be paid for accrued, unused vacation leave upon termination.

RESIGNATION

An employee is requested to provide a written notice of resignation to his/her supervisor and/or DPLOYIT at least ten working days prior to his/her intent to resign. The written notice should be promptly accepted in writing or verbally by the supervisor and/or Human Resources.

DRUG AND ALCOHOL POLICY

DPLOYIT will conduct drug and alcohol testing in compliance with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act. This program is designed to enhance the safety and welfare of DPLOYIT employees and the public, while at the same time protecting the constitutional and other legal rights of employees in connection with drug and/or alcohol testing.

All potential employees of DPLOYIT will be required to submit to a drug and alcohol test upon an offer of employment. An employee who refuses to be tested or who tests positive for alcohol or illegal drugs under the provisions of this policy will be discharged. An "illegal" drug is any drug that is not legally obtainable or that has not been legally obtained, including prescription drugs not used for their prescribed purposes

Except as reasonably required for administration of this policy and/or for determination regarding discipline, all information related to drug and alcohol testing of individuals will, to the extent permitted by law, be held in confidence.

A employee may be required at any time by his/her supervisor or by DPLOYIT to submit to a drug and/or alcohol test based upon reasonable suspicion that the employee has used or is under the influence of a drug and/or alcohol while in the performance of official duties.

The decision to test may be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee and on the reasonable belief of the supervisor that the employee is under the influence of, or has used drugs or alcohol in violation of this policy. Reasonable suspicion may be based on but not limited to the following criteria:

1. Observable phenomenon such as direct observation of drug use or possession, or physical symptoms of being und the influence of a drug and/or alcohol.
2. A pattern of abnormal or erratic behavior.
3. Arrest or conviction on a drug or alcohol related offence on or off the job, or the identification of the employee as the focus of a criminal investigation into illegal drug possession, or use or trafficking.
4. Newly discovered evidence that the employee has tampered with a previous drug or alcohol test.
5. Possession of drug paraphernalia.

Failure or refusal to submit to drug and/or alcohol testing required by this policy will result in discharge. Refusal will include failure to provide adequate urine for controlled substances testing without a valid medical explanation, failure to sign required forms, or engaging in conduct that obstructs the testing process. Obstructing the testing process includes any act that could reasonably be construed as an attempt to adulterate or tamper with a test sample.

ELECTRONICS COMMUNICATION SYSTEM USAGE

This policy establishes rules for use of DPLOYIT's or the client's electronic communication systems. The policy applies to all employees, including temporary, contract and any other authorized users of the DPLOYITs electronic communication systems and equipment.

The term "electronic communication systems" includes, but is not limited to, computers, computer networks and connections, hardware, software, Internet access (including chat rooms and discussion groups), email, voice mail, two-way radios, electronic bulletin boards, fax machines, scanners, copiers, modems and data information processed and/or produced by such systems.

Prohibited Activity

1. Creating, accessing, inputting, copying, transmitting or forwarding information, in any form, which contains obscene, indecent, lewd, sexually oriented, abusive or threatening material or which constitutes illegal activity.
2. Creating, accessing, inputting, copying, transmitting or forwarding information, in any form, which is offensive, intimidating, harassing, disparaging, hostile or profane on the basis of race, color, gender, religion, national origin, disability, age pregnancy, veteran status or any other legally protected status
3. Engaging in any activity that would compromise the security of any information system.
4. Unauthorized copying, reproducing or disseminating copyrighted or licensed materials (including printed material and software).
5. Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the express permission of DPLOYIT.
6. Creating, modifying, executing or retransmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of another computer system or software.
7. Creating, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data to identify the sender.
8. Accessing or intentionally destroying software in electronic communication system without the specific instruction and permission of a system administrator.
9. Violating any law or participating in the commission or furtherance of any crime or other unlawful or improper purpose using an electronic communication system. This includes copyright infringement.
10. Using the electronic communication system in a manner inconsistent with DPLOYIT contractual obligations to system providers or with other DPLOYIT policies.
11. Engaging in commercial activities and/or secondary employment activities using DPLOYIT electronic communication system including, but not limited to, offering service or merchandise for sale or personal gain.
12. Disclosing confidential or proprietary information.
13. Loading or installing new software without prior approval by DPLOYIT management.

ATTENDANCE

Because your attendance is vital to our commitment to provide excellent service to our clients, your focus should be to adhere to your assigned work schedule. The purpose of this policy is to encourage and promote excellent attendance. The following is a list of violations of the Attendance policy, however this list isn't meant to be all inclusive:

1. **Failure to Report Absence/Tardiness:** An employee who cannot report for work on time or at all, will notify his/her immediate supervisor and/or DPLOYIT within the time limits established by the employee's supervisor or if there are no guidelines, at the beginning of the shift. Failure to report an absence by the end of the business day will be considered a no call/no show.
2. **Abandonment of Job:** An employee with three consecutive no call/no shows will be considered to have abandoned his/her position with DPLOYIT and will be discharged immediately.
3. **Unsatisfactory Attendance:** An employee who has excessive absences or tardiness, will face disciplinary action in accordance with the Discipline policy described in this handbook.
4. **Misuse of Authorized Absences:** An employee will not perform work for another employer or engage in self-employment activities on the same calendar day that the employee fails to report for work due to illness, injury or emergency. Additionally, an employee may not engage in any actions, which would be inconsistent with the leave category requested. If required for business reasons, an employee must give a telephone number and address where he/she can be located during the absence.
5. **Unauthorized Absence:** An employee will not be absent without his/her supervisor's approval. This rule applies to any scheduled activity, emergency response or overtime duty to which the employee is assigned.
6. **Reporting for Work Unprepared or Unfit for Duty:** An employee will report for work at the time and place specified by the employee's supervisor and be capable of performing the essential functions of his/her job. The employee will be properly prepared so that he/she may immediately begin work.

DRESS CODE

An employee will comply with DPLOYIT and departmental dress codes and when applicable, the dress codes of all DPLOYIT's clients' uniform requirements, and grooming requirements. Employees are representatives of DPLOYIT, and are expected to take pride and care in their personal appearance. It is important that team members project a business-like image in both behavior and dress. In general, employees must be neat, clean and well groomed in appearance and follow Company and departmental grooming and dress code standards.

To assist team members in projecting the best image possible, we have set the grooming and dress standards. Without unduly restricting individual tastes, the following personal appearance guidelines must be followed: athletic clothing, leggings, tank tops, tube or halter tops, or shorts may not be worn under any circumstances. Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances. If team members have any questions about any medical or religious exceptions to the grooming standards, they should contact their supervisor or Human Resources.

The Friday dress code for the corporate office may include T-shirts, jeans and well-kept athletic shoes and sandals.

DPLOYIT'S grooming and dress standards are subject to change with or without notice at the sole discretion of management and or DPLOYIT's client. It is every employee's responsibility to abide by this policy. If you are unsure if clothing is appropriate, please contact your Manager. If an employee reports to work in an unprofessional appearance or dress, or if any of these standards are not met, the Company reserves the right to not permit them to work until the problem is corrected.

PAY PERIODS AND PAY CHECK PROCEDURES

DPLOYIT'S policy is to pay employees on a regular basis and in a manner that complies with all applicable laws or regulations. Some employees are paid weekly and others are paid bi-weekly with payday occurring on Fridays. The pay period, whether weekly or bi-weekly, is dictated by the client for which the employee is working. Corporate employees are paid bi-weekly.

When an official holiday falls on a pay day, the employee is typically paid on the preceding day.

TIMESHEETS

All timesheets must be submitted and approved by 2:00 pm Monday of the following week worked. Based on the client's setup, approved timesheets may be submitted via fax, email and online. Your immediate supervisor will instruct you on the proper procedure for submitting your time for approval. Please contact the payroll department immediately with any concerns regarding timely approval of your timesheet.

MISSING AND REPLACEMENT CHECK PROCEDURES

It is the employee's responsibility to update his/her address and W-4 withholding information online at www.paycomonline.net. Self service log-in information and directions are given upon hire. All questions regarding this process should be directed to the DPLOYIT payroll department. A \$10 stop payment fee will be charged to the employee for each lost check that has to be reissued because of a failure to notify payroll of change of address or payment instructions.

In order to receive a replacement check, an employee must notify immediately the payroll department with the specific circumstances surrounding the need for a replacement check.

CHECK DISTRIBUTION AND DIRECT DEPOSIT

Paychecks are distributed via mail on the Thursday before the pay day. Therefore, DPLOYIT highly encourages employees to take advantage of the option to have paychecks deposited directly into a checking or savings account. With direct deposit, on each regularly scheduled payday the net paycheck is automatically credited to the team member's personal account at a designated financial institution (bank, savings and loan, thrift, credit union, etc.). Check stubs are available online at www.paycomonline.net.

BENEFITS

DPLOYIT does offer a Continuous Service Bonus Program under certain client agreements. For eligibility, please check with the payroll department at 1-866-375-6948.

TEMPORARY / PART-TIME EMPLOYEES* are not eligible for paid vacation rather are considered for the Continuous Service Bonus Program.

HOLIDAY PAY

Vacation and/or holiday compensation varies based on specific client contract or agreements. Please contact the Human Resources Department at 214-550-6124 for details related to your specific assignment.

ON CALL

On call occurs when DPLOYIT or its clients require a non-exempt employee to work on an unscheduled or on an emergency basis outside of the employee's regularly scheduled work hours. Employees will be compensated for hours worked while on call.

JURY DUTY

The company recognizes jury duty as a civic responsibility and, therefore, employees will receive approved time off for jury service. If an individual receives a jury summons, he/she should immediately bring it to the supervisor so he/she can determine: 1) the name and location of the court; 2) the date jury duty begins; and 3) the approximate duration of jury duty (if known). Employees excused from jury duty on a scheduled workday, must notify their supervisor and report to work as scheduled.

LEAVES OF ABSENCE – PAID AND UNPAID

BEREAVEMENT LEAVE

In the event of a death of an immediate family member, employees may take time off, with pay, to make necessary arrangements and/or attend the funeral. Employees should notify their supervisor/manager immediately. “Immediate family” is defined as employee’s spouse, child parent, sibling, grandparent, and grandchild. Similar step relatives and in laws of an employee are also recognized. Ex spouses, aunts, uncles, cousins are not recognized under this policy.

Up to two days of paid leave will be provided to full-time employees.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, upon their supervisor/manager’s approval, use additional paid time off available i.e. vacation, floating holiday.

PERSONAL LEAVE

Personal leaves of absence may be granted at the Company’s discretion for compelling personal reasons that do not qualify under the Family Medical Leave Act (FMLA). Leave requests must be requested and granted in advance and in writing through the employee’s manager and must be approved by a Human Resources Representative. Failure to return to work on the expiration of your leave will be considered job abandonment. All personal leaves are unpaid and vacation accrual is suspended during leave. If a holiday occurs within the period an employee is on personal leave, the employee will not receive holiday pay. Employees may not accept or engage in other employment during a personal leave.

SICK LEAVE

DPLOYIT does not currently offer paid sick leave to non-exempt employees. If an employee becomes ill, they are to contact their immediate supervisor and the Human Resource department. If an employee is out for more than two consecutive days they may be required to provide documentation from a physician to return to work. Paid sick leave is provided to exempt employees; however excessive absenteeism due to illness may require medical documentation. Should the absences significantly decrease work performance, work options will be discussed with management.

EMERGENCY LEAVE

DPLOYIT recognizes that situations may occur that require time to be taken away from work that does not fall into the above categories. Emergency time off (paid and unpaid) will be granted on a case by case basis.

FAMILY AND MEDICAL LEAVE

Family and Medical Leave (FMLA) is a federally mandated program designed to enable employees to balance the demands of work and family. An employee may be eligible to take up to 12 weeks of FMLA during a 12-month period. For purposes of this policy, a week is determined by an employee's workweek. This time is typically unpaid unless the employee has applicable paid or vacation leave to substitute. Eligible employees under the following circumstances may take FMLA for

- a. Birth of the employee's child; *
- b. Placement of a child with the employee for adoption or foster care;*
- c. A serious health condition involving the employee's child, spouse or parents; or a serious health condition for employee.

*Eligibility to take leave expires 12 months after the birth or placement.

An employee may be eligible for FMLA if he/she has worked for DPLOYIT for 12 months and worked 1,250 hours in the 12 months prior to the first day leave is to be taken. The 12-month period utilized for FMLA absences will begin on the first date FMLA is taken. The date for the 12-month period is a rolling date. Please contact Human Resources for more information. DPLOYIT complies with all federal and state leave of absence laws.

An employee should give at least 30 days notice for the need to take FMLA, unless the need is unforeseeable in which case as much notice, as it practical, should be given. Notification of approved FMLA absences will be sent to the employee whether or not a request form has been submitted.

While utilizing unpaid FMLA, an employee's insurance benefits will continue without interruption as long as the employee pays his/her portion of the insurance premiums. There are numerous methods for paying insurance premiums while on FMLA and the employee should contact the Human Resource Department for guidance.

An employee who fails to return to work after taking unpaid FMLA is responsible for repaying DPLOYIT's portion of health insurance premiums unless the failure to return to work was due to the serious health condition of the employee or of his/her immediate family member, or for a reason "beyond the employee's control" as defined in the Family Medical Leave Act of 1993.

When an employee returns to work at the conclusion of FMLA, he/she will be restored to the same position, or to an equivalent position involving the same or substantially similar duties and responsibilities. An employee will be restored to the same worksite, or to a geographically proximate worksite. The employee is also entitled to return to the same shift and/or equivalent schedule.

FMLA (continued)

When medically necessary, an employee may take FMLA on an intermittent basis or as reduced work schedule. Arrangements should be made with the supervisor so that the operations of the department are not unduly disrupted. Employees taking intermittent leave or leave on a reduced schedule may be temporarily assigned to an available alternative position with equivalent pay and benefits if it better accommodates your recurring leave.

An exempt employee using unpaid FMLA on an intermittent basis or reduced schedule may be docked for absences of less than one full workday without jeopardizing his/her exemption status under the Fair Labor Standards Act.

Holidays will be paid in accordance with DPLOYIT's Holiday policy. DPLOYIT holidays will be counted toward the 12 weeks of FMLA whether the employee is on paid or unpaid leave.

REPORTING TO WORK DURING EMERGENCIES AND INCLEMENT WEATHER

Employees are expected to be present during their normal working hours and any additional work hours as required due to an emergency or inclement weather situation where travel conditions are extremely hazardous. An employee may be assigned to any duties and/or work hours during an emergency or inclement weather situation.

From time to time, DPLOYIT may approve a delayed reporting time due to inclement weather or an emergency. In such cases, regular full-time non-exempt employees will be compensated for time off work up to the delayed reporting time. If a regular full-time non-exempt employee chooses to be absent all or a portion of the day, he/she must use applicable leave for the time not present beyond the official delay reporting time.

EMPLOYMENT VERIFICATION AND REFERENCES

The Human Resources Department will verify employment for current and past employees. All requests for verification of employment must be directed to Human Resources. The only information the Human Resources Department will provide in response to such a requested is date of hire, date of separation, last position held, and confirmation of pay, unless the employee or former employee signs a release allowing disclosure of additional information.

AFTERWORD

DPLOYIT intends this handbook to be a useful and convenient introduction for employees. It contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

Remember, since one small handbook cannot answer all possible questions, Human Resources is always the most important source of information and are always available to answer questions.

All employees have an at-will employment relationship with the Company for an indefinite period. This means that both DPLOYIT and you have the right to terminate your employment at any time, for any reason, with or without prior notice or cause. This at-will relationship cannot be modified by any person, statements, acts, series of events, or pattern of conduct, but only by an express individual written employment agreement signed by the Owner and by you.

ACKNOWLEDGEMENT OF RECEIPT OF COMPANY HANDBOOK

The Employee Handbook contains important information about DPLOYIT, and I understand that I should consult the Human Resources department regarding any questions not answered in the handbook. I have entered into my employment relationship with DPLOYIT voluntarily, and understand that there is no specified length of employment. Accordingly, either DPLOYIT or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the President may enter into an employment agreement for any specified period of time, or make any agreement contrary to DPLOYIT'S stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to DPLOYIT'S policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of DPLOYIT has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with DPLOYIT following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of DPLOYIT'S Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Human Resources Department listed below on the date specified. I understand that this form will be retained in my personnel file.

Employee Signature

Date

Please Return to:
Attn: HR Department
14673 Midway Rd Suite 108, Addison, TX 75001
Fax 214-550-6123