



QualiTest USA

Employee Handbook

Editor: Einav Lavi

-VP of People & Talent, US & UK

■ MARCH 7, 2017

TABLE OF CONTENTS

- **TABLE OF CONTENTS** _____ 2
- **WELCOME TO QUALITEST** _____ 5
 - 1 FOREWORD _____ 6
 - 2 EMPLOYEES' PORTAL _____ 6
 - 3 VISION, MISSION & VALUES _____ 6
- **DIVERSITY** _____ 7
 - 4 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT _____ 7
 - 5 NON-DISCRIMINATION POLICY _____ 7
 - 6 HARASSMENT PREVENTION _____ 7
 - 7 REASONABLE ACCOMMODATION _____ 8
 - 8 HARASSMENT AND COMPLAINT PROCEDURE _____ 9
- **EMPLOYMENT** _____ 11
 - 9 NATURE OF EMPLOYMENT _____ 11
 - 10 EMPLOYEE CLASIFICATION CATEGORIES _____ 11
 - 11 JOBS VACANCY ANNOUNCEMENT _____ 11
 - 12 JOB DUTIES _____ 11
 - 13 EMPLOYMENT APPLICATIONS _____ 12
 - 14 RECRUITMENT AWARD _____ 12
 - 15 EMPLOYMENT OF RELATIVES _____ 12
 - 16 CONFLICTS OF INTEREST AND CONFIDENTIALITY _____ 12
 - 17 EMPLOYMENT REFERENCE CHECKS _____ 13
 - 18 DRUG AND ALCOHOL TESTING _____ 14
 - 19 OPEN-DOOR POLICY _____ 14
 - 20 IMMIGRATION LAW COMPLIANCE _____ 14
 - 21 PERSONNEL RECORDS _____ 15
 - 22 PERSONNEL DATA CHANGES _____ 15
 - 23 EMPLOYEE DISCIPLINARY ACTIONS _____ 15
 - 24 SEPARATION OF EMPLOYMENT _____ 17
- **WORKPLACE SAFETY** _____ 18
 - 25 COMMITMENT TO SAFETY _____ 18
 - 26 DRUG AND ALCOHOL POLICY _____ 18
 - 27 SMOKE-FREE WORKPLACE _____ 19
 - 28 WORKPLACE VIOLENCE PREVENTION _____ 19

29	INCLEMENT WEATHER/ NATURAL DISASTERS _____	20
•	WORKPLACE GUIDELINES _____	20
30	SECURITY _____	20
31	BUSINESS ETHICS AND CONDUCT _____	20
32	PROFESSIONAL CODE OF CONDUCT _____	21
33	ATTENDANCE AND PUNCTUALITY _____	21
34	TELECOMMUTING _____	21
35	ATTIRE AND GROOMING _____	22
36	CUSTOMER, CLIENT AND VISITOR RELATIONS _____	23
37	SOCIAL MEDIA ACCEPTABLE USE _____	23
38	USE AND RETURN OF PROPERTY _____	24
39	HOUSEKEEPING _____	24
40	SOLICITATION AND DISTRIBUTION OF LITERATURE _____	24
41	USE OF PHONE AND MAIL SYSTEMS _____	24
42	E-MAIL POLICY _____	24
43	ANTI-MONEY LAUNDERING POLICY _____	25
•	COMPENSATION _____	27
44	CAREER DEVELOPMENT _____	27
45	SALARY REVIEWS _____	27
46	AWARDS AND RECOGNITION POLICY _____	28
47	PAYDAYS _____	28
48	ADMINISTRATIVE PAY CORRECTIONS _____	28
49	TIME REPORTING _____	28
50	MEAL AND REST PERIODS _____	28
51	MILEAGE CLAIM _____	29
52	TRAVEL AND EXPENSE POLICY _____	29
53	WORK SCHEDULES _____	33
54	MAKEUP TIME _____	33
55	OVERTIME PAY _____	34
56	DEDUCTIONS FOR EXEMPT EMPLOYEES _____	35
•	TIME OFF AND LEAVES OF ABSENCE _____	35
57	HOLIDAY PAY _____	35
58	VACATION _____	36
59	SICK LEAVE _____	37
60	FAMILY AND MEDICAL LEAVE _____	37
61	PREGNANCY DISABILITY LEAVE (PDL) _____	41

62	LACTATION POLICY _____	42
63	MILITARY LEAVE _____	42
64	MILITARY SPOUSE LEAVE _____	42
65	ORGAN AND BONE MARROW DONOR LEAVE _____	42
66	SCHOOL AND CHILD CARE ACTIVITIES LEAVE _____	43
67	BEREAVEMENT LEAVE _____	44
68	CIVIL AIR PATROL LEAVE _____	44
69	JURY DUTY AND WITNESS LEAVE _____	44
70	TIME OFF FOR VOTING _____	45
71	DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE AND ACCOMMODATION _____	45
72	VICTIMS OF CRIME LEAVE _____	45
73	VOLUNTEER CIVIL SERVICE PERSONNEL _____	47
•	BENEFITS _____	47
74	EMPLOYEE BENEFITS ELIGIBILITY _____	47
75	MEDICAL, DENTAL AND VISION INSURANCE _____	47
76	BENEFITS CONTINUATION (COBRA) _____	47
77	CORPORATE WELLNESS PLAN _____	48
78	SCHOOL TUITION REIMBURSEMENT PLAN _____	48
79	EXTERNAL EMPLOYEE EDUCATION _____	48
80	WORKERS' COMPENSATION BENEFITS _____	49
81	LIFE INSURANCE _____	50
82	LONG-TERM DISABILITY _____	50
83	401(K) PLAN _____	50
84	EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT _____	51



WELCOME TO QUALITEST

On behalf of your colleagues, I welcome you to QualiTest and wish you the very best.

We believe that each employee contributes directly to QualiTest's growth and success, and we hope you will take pride in being a member of our team. We take pride in our reputation and the contributions we've made to major corporations in nearly every sector of American Business. Our continued success depends upon providing the highest quality of services to our clients and attracting and retaining the most talented professionals as members of the QualiTest team.

With your active involvement, creativity, and support, QualiTest will continue to achieve its goals. We sincerely hope you will take pride in being an important part of QualiTest's success.

This handbook was developed to describe some of the expectations from our employees and to outline the policies, programs, and benefits available to eligible employees. We encourage you to thoroughly read this handbook and learn about our Policies, Procedures and Business Philosophies.

We hope that your experience here will be challenging, enjoyable, and rewarding. Welcome to the team!

Sincerely,

Yaron Kottler

Yaron Kottler

Managing Director US & UK

1 FOREWORD

This handbook is designed to acquaint you with QualiTest (the “Company”) and provide you with information about working conditions, employee benefits, and policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by QualiTest to benefit employees.

The statements concerning policies, guidelines and benefits in this handbook are not intended to be complete or definitive descriptions, but are presented as information only. All eligible employees are referred to the specific insurance booklets and other documents. This manual and all other company prepared materials are not intended to create, nor should they be construed to constitute an express or implied contract between QualiTest and any employee, except where otherwise specified in a separate written contract. If there is any conflict between this handbook and contractual employment documents themselves, the contractual employment documents will govern.

No employee handbook can anticipate every circumstance or question about policy. As QualiTest continues to grow and as different needs may arise QualiTest reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or QualiTest to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. The People department will be happy to answer any questions you may have.

2 EMPLOYEES’ PORTAL

The employees’ portal is our business-to-employee communication mechanism- It is the place to find all of the New Hire paperwork, payroll calendar, holiday schedule, information about benefits, an expense report and much more. Please follow the link: <http://team.qualitestgroup.com>

3 VISION, MISSION & VALUES

VISION

■ Become the world’s largest pure play software testing and business assurance Partner

MISSION

- Align with our customers’ business context to enable them to deploy software they trust
- Create QualiTesters who deliver the best solutions in the world
- Become our customers’ primary software testing and business assurance partners

VALUES

We strongly believe our culture is an important part in QualiTest’s success. To support our vision to become the world’s number one testing company, we encourage our employees to embrace these values:



DIVERSITY

4 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

QualiTest is an equal opportunity employer. QualiTest is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, race, religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

5 NON-DISCRIMINATION POLICY

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, QualiTest is not obligated to disclose the wages of other employees.

6 HARASSMENT PREVENTION

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Anti-Retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

7 REASONABLE ACCOMMODATION

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities. QualiTest comply with this law and will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact The People & Talent department with day-to-day personnel responsibilities and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact The People & Talent department with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

8 HARASSMENT AND COMPLAINT PROCEDURE

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws.

Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is QualiTest's policy to provide a work environment free of sexual and other harassment. To that end, harassment of QualiTest's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. QualiTest will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at QualiTest.

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain



directly to your immediate supervisor or department manager, the VP of People & Talent, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, QualiTest will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the VP of People & Talent so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company also will take appropriate action to deter future misconduct.

Any employee determined by the Company to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

EMPLOYMENT

9 NATURE OF EMPLOYMENT

Employment with QualiTest is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, QualiTest may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between QualiTest and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at QualiTest's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the VP of People & Talent.

10 EMPLOYEE CLASSIFICATION CATEGORIES

It is the intent of QualiTest to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and QualiTest.

1. **FULL TIME EMPLOYEE** are those who scheduled for and do work 40 hours per week. Full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law
2. **PART-TIME EMPLOYEE** are those who scheduled to work less than 40 hours per week and at least 30 hours per week. They are eligible for QualiTest's benefit package, subject to the terms, conditions, and limitations of each benefit program. Part-time employees working less than 30 hours per week are not eligible for Company benefits.
3. **EMPLOYEE PAID ON HOURLY OR DAILY RATE** is not eligible for most employees benefits except the 401(k) plan and those mandated by applicable law.
4. Any **VENDOR ACTING AS AN INDEPENDENT CONTRACTOR** who receives their assignments from QualiTest. They are interim vendors who are subcontracted for specific projects for specific periods of time. They are not QualiTest's employees; therefore, not eligible for QualiTest's benefit package including sick, vacation, personal and holiday pay, corporate wellness plan or 401(k) plan.

11 JOBS VACANCY ANNOUNCEMENT

Announcements of job vacancies by position and location are posted at our career page at qa-jobs.qualitestgroup.com.

12 JOB DUTIES

During your onboarding process, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or QualiTest. Your cooperation and assistance in performing such additional work is expected.

QualiTest reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

13 EMPLOYMENT APPLICATIONS

QualiTest relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment. If the person has been hired it may result in the termination of employment.

14 RECRUITMENT AWARD

QualiTest wants to recruit quality applicants and in order to do so encourages employees to refer qualified candidates to the Company. If your referral is employed by QualiTest, a recruiting award will be paid to employees under the following terms and schedule:

- Junior/ Test engineer - \$500
- Test Lead/ Manager - \$1000
- For Junior/ Test engineers- 100% of the payment will be made after the applicant has been hired and completed one of month of service.
- For Test Lead/ Manager - 50% of the payment will be made after the candidate has completed one month of service and the remaining 50% will be payable after three months service with the company.
- If the applicant is referred by more than one employee, the referral bonus will be split equally among the referring employees and paid on the same terms as above.

15 EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with QualiTest only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

16 CONFLICTS OF INTEREST AND CONFIDENTIALITY

CONFLICTS OF INTEREST

QualiTest expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. QualiTest recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to QualiTest.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.

3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and success of QualiTest. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the People and Talent department.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b)

17 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join QualiTest are well qualified and have a strong potential to be productive and successful, it is the policy of QualiTest to check the employment references of all applicants.

All requests for references from other employers must be directed to the People and Talent department. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, QualiTest also will inform prospective employers of the amount of salary or wage you last earned.

18 DRUG AND ALCOHOL TESTING

QualiTest reserves the right to request that employees undergo a drug test, security clearance investigation, or such other test or examination when required. Generally, drug testing will be required only at the request of a client, in connection with an assignment, or on reasonable suspicion of illegal drug or alcohol use.

If an employee refuses to undergo drug testing, or if test results are positive (that is, if the test indicates the presence of one or more of the drugs in question), neither the refusal nor the positive results will be regarded as the sole basis for disciplinary action. However, the refusal or positive result will be considered with other job or performance-related factors in determining future assignments and, if the drug test is a prerequisite to a client assignment, will preclude assignment to that account.

If a client requires other testing or investigations as a prerequisite to placing a QualiTest employee on its account, you may be asked to agree to those tests or investigations. These may include, but are not limited to, background investigations, criminal records or credit checks, or physical examinations.

Refusal to comply with such a test, or failure of an administered test, will not be regarded as the sole basis for disciplinary action. However, the refusal or failure will be considered with other job or performance-related factors in determining future assignments and job-related actions.

19 OPEN-DOOR POLICY

Suggestions for improving QualiTest are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions also are of concern to the Company.

If you have a complaint, suggestion or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the People department or any other member of management.

Moreover, if you have raised the issue to your immediate supervisor and if the problem persists, you may present it to the People department, who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the managing director of QualiTest USUK, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the People Department.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, QualiTest values your observations and you should feel free to raise issues of concern without the fear of retaliation.

20 IMMIGRATION LAW COMPLIANCE

QualiTest is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with QualiTest within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the People & Talent Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

21 PERSONNEL RECORDS

You have a right to inspect or receive a copy of the personnel records that QualiTest maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the People Department.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. QualiTest may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date QualiTest receives your written request to inspect or copy your personnel records (unless you/your representative and QualiTest mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, QualiTest will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

22 PERSONNEL DATA CHANGES

QualiTest is required by law to keep current all employees' names and addresses. It is the responsibility of each employee to promptly notify QualiTest of any changes in personnel data. Personal mailing addresses, telephone numbers, Individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the People & Talent Department.

23 EMPLOYEE DISCIPLINARY ACTIONS

QualiTest's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with QualiTest organizational values, People (HR) best practices and employment laws.

Outlined below are the steps of QualiTest's progressive discipline policy and procedure. QualiTest reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although QualiTest hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, QualiTest recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor or a delivery manager will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within three business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and People department.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The people department will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, QualiTest will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, QualiTest reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by the People department and the delivery manager or designate.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's personnel file.

24 SEPARATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION voluntary employment termination initiated by an employee.

DISCHARGE involuntary employment termination initiated by the organization

RETIREMENT voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees who intend to resign are strongly encouraged to provide the Company with a written notice of their intended separation date at least two (2) weeks prior to the separation date so that a replacement may be found. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Voluntary resignation results when an employee voluntarily quits his or her employment at QualiTest, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law).

Since employment with QualiTest is based on mutual consent, both the employee and QualiTest have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

In most cases, The People & Talent department will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Violation of QualiTest policies and rules may warrant disciplinary action. The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. QualiTest may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship

Under some circumstances, QualiTest may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, QualiTest will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

All Company-owned property, including laptops, keys, etc. must be returned immediately upon termination of employment.

WORKPLACE SAFETY

25 COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the People department. In compliance with California law, and to promote the concept of a safe workplace, QualiTest maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees by request from the People department.

In compliance with Proposition 65, QualiTest will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

In the event of an emergency, notify the appropriate emergency personnel, and dial 911 to activate the medical emergency services.

QualiTest is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

QualiTest believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the People Department.

26 DRUG AND ALCOHOL POLICY

The Company realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

In addition, the Company has developed and maintains a comprehensive Drug and Alcohol Policy, which employees and supervisors may obtain from People & Talent department.

Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation which may include drug or alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including discharge.

Eligibility/Coverage

This policy applies to all full time and part time employees, consultants, contractors, and anyone else who provides services to the Company.

Exceptions

This policy does not apply to moderate and appropriate use during Company-sponsored or catered functions, events, or meals. QualiTest maintains a policy regarding that matter. Please contact the People department if you'd like to review the policy. Under no circumstances are minors or anyone else prohibited by applicable law permitted to consume alcohol at any time on Company premises or at Company events.

Consequences of a Failure to Comply

QualiTest will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

If you need assistance with finding local drug counseling or rehabilitation programs, please contact the People & Talent department. Ask our benefits administrator about a covered plan.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal.

27 SMOKE-FREE WORKPLACE

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

28 WORKPLACE VIOLENCE PREVENTION

QualiTest is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All QualiTest employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the People and Talent Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

QualiTest prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

29 INCLEMENT WEATHER/ NATURAL DISASTERS

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

Inclement weather: If weather conditions prevent you from safely traveling to work, you must notify the People department and direct supervisor by phone, if telephone service is functional, or by any other available means.

In the event of a natural disaster, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the People department immediately, if possible.

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

WORKPLACE GUIDELINES

30 SECURITY

QualiTest has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the People department. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible.

The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

31 BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of QualiTest is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of QualiTest is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to QualiTest and its clients to act in a way that will merit their continued trust and confidence.

QualiTest will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate QualiTest supervisor and, if necessary, with the People & Talent Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every QualiTest employee. Disregard or failure to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

32 PROFESSIONAL CODE OF CONDUCT

To ensure orderly operations and provide the best possible work environment, QualiTest expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. QualiTest's financial success, value to its clients and the respect it earns depends on a number of factors. Therefore, it is recognized that the most important sources of guidance must be the individual employee's good judgment, sensitivity to what is right and wrong and a strong desire to do nothing which might discredit the employee or QualiTest.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Dishonesty of any kind. 2. Any violation of the Company's Drug and Alcohol Policy. 3. Theft of any QualiTest property or the property of its employees or clients. 4. Willful abuse or destruction of any QualiTest property or the property of any of its employees or clients. 5. Insubordination or other disrespectful conduct. 6. Misrepresentation in obtaining employment with QualiTest. 7. Unauthorized use for personal or other reasons, of a client or Company equipment or communication vehicles such as computers (including, but not limited to hardware or software), fax machines, telephones, copy machines, overnight mail, etc. for personal use or gain is prohibited. 8. Sexual or other unlawful or unwelcome harassment. 9. Excessive absenteeism or any absence without notice. 10. Violation of any QualiTest Employment Agreement. 11. Any action which tarnishes the company's reputation or may result in loss of good will toward QualiTest. 12. Falsification of company documents or records.

Employment with QualiTest is at the mutual consent of QualiTest and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

33 ATTENDANCE AND PUNCTUALITY

As an employee of QualiTest, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 consecutive days or more, QualiTest will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under law does not count as a violation of this policy.

34 TELECOMMUTING

Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Company or client's site. Telecommuting must be pre-approved by an employee's supervisor and cannot be initiated without a Telecommuting Agreement.

Telecommuting does not change the conditions of employment or required compliance with all Company policies and procedures. The Company reserves the right to change or terminate the Telecommuting Agreement at any time, without cause or advance notice. An employee's ability to work under a Telecommuting Agreement rests in the sole discretion of the Company. Telecommuting is a privilege and may not be appropriate for all employees. If an employee wishes to request a Telecommuting Agreement, s/he should contact his or her supervisor and ask for it.

Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of his or her alternative work environment. However, because the Company is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the Company reserves the right to periodically inspect the Telecommuter's home work space. Any such inspection will be preceded by advance notice and an appointment will be scheduled. Telecommuters are protected by the Company's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working.

The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

Telecommuting Plan

All Telecommuters will be required to sign a Telecommuting Agreement with their supervisor that outlines the days and work hours (as applicable) of the Telecommuter; equipment the Telecommuter will need; how the Telecommuter will communicate with the Company; and other appropriate information.

Hours of Work

Unless otherwise agreed in the Telecommuting Agreement, hours and days of work will not change. Employees agree to apply themselves during work hours.

Nonexempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Attendance at Meetings

Telecommuters are expected to attend all required meetings.

Costs Associated with Telecommuting

The Company shall not incur additional costs due to a Telecommuting Agreement. The Telecommuting Agreement will specify any costs the Company will cover.

35 ATTIRE AND GROOMING

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image QualiTest presents to clients and visitors. During business hours or when representing QualiTest, you should dress and groom yourself according to the requirements of your position and accepted social standards. Your appearance and personal conduct in the office, as well as at the client site is part of the impression you make of yourself to your co-workers and QualiTest clients.

In our offices, QualiTest provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. Any questions or complaints regarding the appropriateness of attire should be directed to the People and Talent department.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the People department and discuss the need for accommodation.

36 CUSTOMER, CLIENT AND VISITOR RELATIONS

We strive to provide the best Services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, please notify your supervisor or the People and Talent department immediately.

If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our services, please inform your supervisor or a member of management. Lastly, please make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

37 SOCIAL MEDIA ACCEPTABLE USE

The company encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, among others.

Off-duty use of social media. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use a social media to criticize the company’s competition and should not use it to compete with the company.

Confidentiality. Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.



New ideas. Please remember that new ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

38 USE AND RETURN OF PROPERTY

Employees are responsible for items issued to them by QualiTest or the client or in their possession or control, such as the following:

- Laptops/and all other accessories
- phone cards and cell phones
- keys/key cards/ access cards

Employees must return all QualiTest or clients' property immediately upon request or upon termination of employment. Where permitted by applicable laws, QualiTest may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. QualiTest may also take all action deemed appropriate to recover or protect its property.

39 HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. Employees using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

40 SOLICITATION AND DISTRIBUTION OF LITERATURE

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

41 USE OF PHONE AND MAIL SYSTEMS

Personal cell phone use at work is distracting and can be disruptive. All personal emails, text messages, social media and calls should be limited to emergency or during break times. During this time, please use your phone in a manner that is courteous to those around you.

While operating a vehicle on company time, the company requires that the driver's personal cell phone/mobile device to be used with a hands-free device. You advised to comply with applicable state laws. Violation of this policy will subject an employee to disciplinary action.

42 E-MAIL POLICY

All employees who use the Company's e-mail system are required to comply with this policy statement.

- **Business Use.** The e-mail system is to be used solely for business purposes of the Company and not for personal purposes of the employees.
- **Ownership.** All information and messages that are created, sent, received or stored on the Company's e-mail system is the sole property of the Company.
- **E-mail Review.** All e-mail is subject to the right of the Company to monitor, access, read, disclose and use such e-mail without prior notice to the originators and recipients of such e-mail. E-mail may be monitored and read by authorized personnel for the Company for any violations of law, breaches of Company policies, communications harmful to the Company, or for any other reason.
- **Prohibited Content.** E-mails may not contain statements or content that are libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.
- **No Presumption of Privacy.** E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through e-mail.
- **Certain Prohibited Activities.** Employees may not, without the Company's express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through e-mail.
- **Viruses.** Any files downloaded from e-mail received from non-Company sources must be scanned with the Company's virus detection software. Any viruses, tampering or system problems should be immediately reported to the People and Talent department.
- **Consequences of Violations.** Violations of this policy or other company policies may result in discipline, suspension and even termination of employment.

43 ANTI-MONEY LAUNDERING POLICY

Introduction

The business of our Company is low risk in relation to money laundering, however in order to prevent any of our services being used (or potentially used) for any money laundering activity, as well as any of our staff being exposed to money laundering, we wish to put in place the following anti-money laundering policy.

Scope of the Policy

The broad definition of money laundering means that potentially anyone could commit a money laundering offence, this includes all employees of the Company, all temporary staff and contractors.

Our policy is to enable the Company to meet its legal and regulatory requirements in a way which is proportionate to the low risk nature of the business, by taking reasonable steps to minimize the likelihood of money laundering occurring.

All employees must be familiar with their legal responsibilities, and failure to comply with this Policy may lead to disciplinary action.

What is Money Laundering?

Money laundering can be defined as the process to move illegally acquired cash through financial systems so that it appears to be from a legitimate source. Money laundering offences include: concealing, disguising, converting, transferring criminal property or removing it from the country: entering into or becoming concerned in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property by or on behalf of another person, and acquiring, using or possessing criminal property.

There are also several secondary offences, failure to disclose knowledge or suspicion of money laundering to the Money Laundering Reporting Officer (MLRO); failure by the MLRO to disclose knowledge or suspicion of money laundering to the proper authorities; and 'tipping off' whereby somebody informs a person or persons who are, or who are suspected of

being involved in money laundering, in such a way as to reduce the likelihood of their being investigated or prejudicing an investigation.

Any member of staff could potentially be caught by the money laundering provisions, if they suspect money laundering and either become involved with it in some way, and/or do nothing about it, this Policy sets out how any concerns should be raised.

Money Laundering Reporting Officer (MLRO)

The firm has designated Harvey Feuer as its Anti-Money Laundering Program Compliance Person (AML Compliance Person and MLRO), with full responsibility for the firm's AML program. The duties of the AML Compliance Person will include monitoring the firm's compliance with AML obligations, overseeing communication and training for employees. The AML Compliance Person will also ensure that the firm keeps and maintains all of the required AML records and will ensure that Suspicious Activity Reports (SAR-SFs) are filed with the Financial Crimes Enforcement Network (FinCEN) when appropriate. The AML Compliance Person is vested with full responsibility and authority to enforce the firm's AML program.

Suspicious of Money Laundering

All employees, temporary staff, and contractors must immediately report any suspicious activity to the MLRO – **please contact the finance team with a request to complete a suspicious report.**

Once the matter has been reported to the MLRO, the employee, temporary staff, or contractor must follow the directions given to him/her and must NOT make any further inquiry into the matter.

The employee, temporary staff, or contractor must NOT voice any suspicions to the person(s) whom they suspect of money laundering, as this may result in the commission of the offence of "tipping off". They must NOT discuss the matter with others or note on the file that a report has been made to the MLRO in case this results in the suspect becoming aware of the situation.

Consideration of the Disclosure by the MLRO

- Once the MLRO has received the report, it must be evaluated in a timely manner in order to determine whether:
- There is actual or suspected money laundering taking place; or
- There are reasonable grounds to know or suspect that this is the case; and
- Whether the MLRO needs to lodge a Suspicious Activity Report (SAR) with the Financial Crimes Enforcement Network (FinCEN).

Where the MLRO concludes that there are no reasonable grounds to suspect money laundering then consent will be given for any on-going or imminent transaction(s) to proceed.

Where consent is required from the FinCEN for a transaction to proceed, then the transaction(s) in question must not be undertaken or completed until the FinCEN has given specific consent, or there is deemed consent through the expiration of the relevant time limits without objection from the FinCEN.

All disclosure reports referred to the MLRO and reports made to the FinCEN will be retained by the MLRO in a confidential file kept for that purpose, for a minimum of five years.

The MLRO must also consider whether additional notifications and reports to other relevant enforcement agencies should be made.

Customer Identification and Due Diligence

Due diligence is performed on all customers who must provide basic information including: name, address, registration details (FEIN).

With instructions from new customers or customers not known well to the Company, customers in known high risk industries that are unusual for the customer or other unusual requests, highly complex transactions or payment arrangements, the Company may wish to seek additional evidence of identity. This may include:

- checking the organizations website to confirm the identity of personnel, its business address and any other details;

- attending the customer at their business address;
- searching the telephone directory;
- reviewing a Dun & Bradstreet Report;
- evidence of the personal identity of the key contact officer (passport, photo, driving license).

If satisfactory evidence of identity is not obtained at the outset then the business relationship or one off transaction(s) cannot proceed any further.

Record Keeping

Where “relevant business” is carried out then the customer identification evidence and details of the relevant transaction(s) for that customer must be retained for at least five years.

COMPENSATION

44 CAREER DEVELOPMENT

QualiTest is committed to the careers of every Employee. Continued growth and progression in alignment with the Company aims will bring the personal and Company success that QualiTest has been built on.

The Employee agrees to undertake training to the best of their ability and to apply what they have learnt in to the workplace. Training, however, can be difficult to fit in around work. There are often clashes with workload, delivery milestones or personal commitments. All of these can and will be taken into consideration, and where possible, clashes will be smoothed out to the benefit of all concerned. It is the responsibility of the supervisor, along with the individuals who receive the training, to define, agree and manage the training plans over the year.

The Training Strategy for QualiTest is contained within a specific document and is issued during the career development discussions. This strategy identifies the following:

- Roles;
- Skills requirements;
- Training options; and
- Training plans.

The Training Strategy should be read and understood by each Employee. All questions regarding training should be directed to the direct supervisor.

Communication between employees and supervisors is very important. Discussions regarding job performance and career development are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews and career path discussions are conducted annually, on employees’ anniversaries. To learn more about QualiTest career pathing, contact the People & Talent department.

45 SALARY REVIEWS

Merit increases are based on employees’ performance and on company’s financials and are not guaranteed. A performance review and career path discussion do not always result in an automatic salary increase. The employee’s overall performance and salary level relative to their position responsibilities are evaluated to determine if a salary increase would be warranted.

46 AWARDS AND RECOGNITION POLICY

QualiTest offers an excellent recognition strategy to support achievements of its employees. There are various schemes in place rewarding achievements of individuals on a regular basis. The details of these schemes will be shared in your Induction or via our People & Talent Department.

47 PAYDAYS

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Payroll schedule: [Payroll-calendar](#)

Employees are expected to use direct deposit. Employees will have their pay directly deposited into their bank accounts when they provide a completed direct deposit form to the People and Talent Department. Employees will receive an itemized statement of wages when QualiTest makes direct deposits.

48 ADMINISTRATIVE PAY CORRECTIONS

QualiTest takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the People and Talent Department so that corrections can be made as quickly as possible.

49 TIME REPORTING

Timesheets should be entered by Monday 9am EST for the previous week. As early as possible so your manager can approve it. Watch the video to explain how to enter your timesheets: [hours reporting video](#)

50 MEAL AND REST PERIODS

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods.

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work. You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the People department.

51 MILEAGE CLAIM

Employers are not required by law to reimburse employees for mileage driven commuting to or from work. The same goes for other transportation costs incurred in commuting to and from home and work.

Mileage expense can be claimed when an employee is working away from their base location. QualiTest will only reimburse travelling expenses which are reasonably incurred for business purposes.

Journeys between an employee's home and normal place of work are considered private and not business travel. Employees are not allowed to claim the cost of journeys from home to their normal place of work/base location.

QualiTest will calculate mileage reimbursement on business trips as follows:

- Mileage will be reimbursed at the posted rate by the company- ask the People and Talent department for the current rate.
- Mileage reimbursement requests should be submitted on a monthly basis on the expense request form - [here](#).
- Claims must be supported by the relevant receipts if not booked through the People & Talent Team.
- Your supervisor must approve the expense form. Employees should receive their supervisor's approval in advance.

52 TRAVEL AND EXPENSE POLICY

Purpose

The purpose of this policy is to:

- a) Describe the types of expenditures that are reimbursable by the company.
- b) Inform employees of their responsibilities to control and report travel and entertainment.
- c) Describe the process for an employee to file and obtain travel expenses and reimbursement.

Employee Travel & Business Expense Guide

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler, is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

General Travel Policy

It is the Company's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized company business.

- Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.
- Travel expenses must be properly documented on the expense report [here](#).
- Traveler should complete and send the expense report by email to the appropriate manager and the finance team for approval.
- The reimbursed amount will be added to the traveler' following paycheck.

Employees are expected to:

- Bear responsibility for cost-effective business travel
- Exercise good judgment with respect to expenses.
- Spend the company's money as carefully and judiciously as they would their own.
- Report all expenses and advances promptly and accurately with required documentation.

Procedures:

1) Travel booking

Travel arrangements will be booked through our People and Talent department. Contact your local People partner for more information.

The People partner will be responsible for obtaining the lowest fares available after receiving an approval from the appropriate manager.

2) Airfare

If the airfare was not prepaid by the People and Talent department, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares and avoid premium pricing.

Business or First Class travel is not allowed unless it is at the employee's expense. Employees who are enrolled in airline incentive programs are permitted to utilize their personal upgrades along with the Company's booking of the lowest available fare.

Reasonable stopovers enroute may be approved provided that:

- They do not interfere or adversely affect achievement of the desired business objective.
- They do not result in any significant loss of work time.
- The travel expense claimed from the Company does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.
- Approval must be obtained in advance from the appropriate manager.

If such a stopover is made, the Company, assumes no responsibility or liability of any kind for any employee actions or activities during or occasioned by the stopover.

Airline tickets are considered legal tender and care should be taken not to lose or destroy them. Return any unused tickets or portions of tickets to the company. The tickets will then be returned to for proper credit. Do not return any unused tickets directly to the airlines.

Employees will be required to submit all company paid airfare receipts incurred while traveling. The receipts should be attached to your expense report.

3) Car Rental

Your local People Partner will be able to tell you which rental agency we use at the time you make your reservations. QualiTest authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval.

If the car rental was not prepaid by the People and Talent department, the rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Receipts are required.

When vehicle rentals are necessary, QualiTest encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. QualiTest will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of a coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

All drivers must hold a valid driver's license or a car may not be rented.

Car rentals are generally the most expensive mode of transportation and should only be used when the nature of the trip or the locations of the customer being visited is such that the use of local transportation (i.e. taxis, UBER, lift, etc.) is not practical or would be more expensive.

Travelers are required to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

4) Personal Auto

An automobile personally owned by an employee and authorized for business use will be compensated when actually driven for such purpose and will be reimbursed a fixed amount of \$0.535 per mile (2017 IRS Mileage Rate).

Mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the business miles on the expenses report. Please see item 50 mileage claim above for “business use” definition.

5) Taxis

Taxis should be used when other reasonable and less expensive forms of transportation are not readily available. In traveling away from home, overnight living accommodations should to the extent practicable, be selected so as to eliminate or minimize the need to use taxis or other local transportation. When taxis are used, they should be shared to the maximum extent possible by employees traveling together on Company business. A receipt for the fare charged must be obtained by the taxi driver and be attached to your expense report.

6) Hotels

At the time the hotel reservations are made through the People and Talent department, the best available rate with reasonable quality accommodations, at the most convenient location, will be obtained. Upon arrival, the traveler should verify that the rate that is shown on the itinerary is the rate they receive.

If the hotel was not prepaid by the People and Talent department, the receipts must clearly show the date and the points of departure/arrival, as well as the total cost.

7) Business Meals

Business related meals for customers or with other employees must be described as follows: date, amount, place and explanation of nature of business. A list of names of those entertained must be included. A receipt is required for all entertainment expenses regardless of the amount

Wine and bar tabs are reimbursable only if they are associated with a business meeting and are not excessive. Entertaining other employees, unless for stated business purpose, is not a reimbursable expense.

8) Conference registration fees

If the conference fee was not prepaid by the People and Talent department, QualiTest will reimburse these fees. Receipts to support the payment are required. Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

9) Lodging (commercial)

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler’s home or primary worksite.

Exceptions to this restriction may be approved in writing by the appropriate manager in advance.

QualiTest will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

10) Meals (per diem)

Per diem allowances are reimbursable for overnight travel that is 45 miles or more from the traveler’s home or primary worksite. QualiTest per diem rates are based on the People Department Guidelines, which vary by location – Please contact for your People Partner for more information.

In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., porter tips) Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly. Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

9) Business Entertainment

Business entertainment is limited to the cost of meals and beverages furnished in a hotel dining room or a restaurant. It is generally necessary to demonstrate that such expenses are associated with the active conduct Company’s business. Therefore, such entertainment must have either directly preceded or followed a bona fide business

discussion. Since the company must be prepared to substantiate this expense, the following information is required when reporting company expenses:

- Date and place of entertainment
- The party's name, title and firm must be stated on the Travel Expense Report.

10) Overseas Trips Calls

On an overseas trip, telephone charges are considerably higher cost, and discretion should be used. When necessary due to an emergency, a call on minimum time basis may be made. Therefore, employees are encouraged to make calls, including allowable calls, from Company locations to take advantage of the lower cost.

11) Cellular Phones

Cellular phone expenses are reimbursable on a monthly basis as follows:

- For Sales Representative - \$100 monthly phone stipend
- For recruiters- \$50 monthly phone stipend
- Other employees are not eligible for Cellular phone expenses reimbursement, unless approved in writing by their direct supervisor.

12) Parking

Original receipts are required for parking fees (including airport parking) totaling \$25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

13) Tolls

Original receipts are required for tolls totaling \$25 or more.

14) Visa, passport fees and immunizations

If these items are required for international travel, their reimbursement is left to the discretion of the appropriate manager. If approved by the designated authority, original itemized receipts are required.

14) Miscellaneous

The payment of tips and gratuities should be limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the particular type of category of personal service. The range of 10-20% is considered applicable to most forms of personal service, including restaurant service.

The following are not reimbursable:

- Annual credit card fees
- Airline club memberships.
- Airline upgrades.
- Business or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

15) Travel advances

Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of QualiTest.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The traveler must repay QualiTest for any advances in excess of the approved reimbursable expenses.

Business Expenses - responsibilities

Employee's Responsibilities

- Use good judgment when incurring business expenses.
- Obtain appropriate approval in advance, including exception approvals when required.
- Provide accurate actual expense details on the expense report for reimbursement. All required fields must be completed with original receipts.
- Contact your local People Partner for help in finding airfare, automobile rental, and lodging.
- Adhere to meal guidelines.
- When possible schedule travel 14-21 days in advance.
- Exception approval is required if employee business expense is not clearly in accordance with policy. Any of these conditions require exception approval:
 - Unusual expense
 - Expense could possibly appear to be inappropriate
 - Expense exceeds guidelines
 - Expense reports not submitted in a timely manner
 - Photocopy/inadequate/missing receipt
- Receipts are required for reimbursements of all authorized business expenses. The receipt must identify the name of establishment, date, actual amount incurred, description, and receipt of payment. Items considered non-receptacle such as porter tips and some highway tolls can be reimbursed without a receipt. Photocopies and missing receipts require exception approval.
- Expense reports must be received no later than every Monday morning for processing reimbursement to employees on the following payroll

Approver's Responsibilities

- Ensure all expenses are reasonable, in support of business goals, and in accordance with Company policy.
- Only authorize reimbursement for air, car, and hotel expense if booked through the People and Talent department
- Cost effective management of business expenses.

Finance Department's Responsibilities

- Return all expense reports requiring additional substantiation.
- Review expense reports for manager's approval and calculation accuracy.

53 WORK SCHEDULES

For most personnel, QualiTest's standard office hours are 8:30 a.m. to 5:30 p.m., Monday through Friday with one hour for lunch. Employees on assignment at a client site are required to follow the client's hours of work. Your manager will advise you of scheduling requirements at your office or worksite. All QualiTest employees are required to work 40 hours a week unless advised otherwise. For more information on work schedules, please contact the People Team.

54 MAKEUP TIME

QualiTest allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek, upon their supervisor approval.

Makeup time requests must be submitted in writing to your supervisor. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. The Company's seven-day workweek is Monday through Friday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. QualiTest does not encourage, discourage, or solicit the use of makeup time.

55 OVERTIME PAY

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and QualiTest.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Non-exempt employees are eligible to receive overtime compensation at time and a half for all hours worked in excess of 40 hours per week. **Overtime must be approved in advance by the manager to whom the employee reports.**

QualiTest might choose to pay overtime to its exempt employees although is not required by law.

Note: Some states require the payment of overtime to be calculated on a daily basis rather than on a workweek basis. QualiTest maintains a comprehensive over time Policy, which employees and supervisors may obtain from People & Talent department. Example of CA law-

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by QualiTest management.

56 DEDUCTIONS FOR EXEMPT EMPLOYEES

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Company when applicable.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to the People Department.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

TIME OFF AND LEAVES OF ABSENCE

57 HOLIDAY PAY

Office and administrative personnel and unassigned technical staff will observe the 10 holidays listed below. **Employees working on client's site will follow client's holiday schedule.**

If client has less than 10 national holidays, employee will be given floating holidays. No more than 3 floating holidays allowed. Floating holidays cannot be taken at the beginning of the year and they do not roll over.

- **Martin Luther King Day (January 19)**
- **Presidents' Day (third Monday in February)**
- **Memorial Day (last Monday in May)**
- **Independence Day (July 4)**
- **Labor Day (first Monday in September)**
- **Thanksgiving (fourth Thursday in November)**
- **Day after Thanksgiving**
- **Christmas Eve (December 24)**
- **Christmas (December 25)**
- **New Year's Day (January 1)**

QualiTest will grant paid holiday time off to all eligible employees immediately upon joining the company. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. If you are required to work on a paid scheduled holiday you will receive straight time.

Religious observances.

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business and client needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

58 VACATION

QualiTest recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Regular full-time employees will be paid for vacation days allowed as per their agreement. The number of eligible days divided by 26 is the amount earned each paycheck.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule, assuming the employee started his employment in QualiTest with 10 vacation days per year:

- After 4 years of eligible service the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 10 hours.
- After 7 years of eligible service the employee is entitled to 4 weeks of vacation days each year.
- After 10 years of eligible service the employee is entitled to additional week of vacation.

Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees accrue paid vacation at the start of employment but may not take any vacation until they have completed at least 6 months of employment.

To take vacation, employees should request advance approval from their supervisor on the client's site and QualiTest supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the benefit year, employees may exchange the vacation days for an equivalent amount in salary.

An employee's vacation will roll over year to year, but once he reaches an amount of 1.75 times his annual vacation days, no more vacation will accrue until the vacation bank falls below that amount or the employee received a permission from the People department to keep rolling over his vacation days.

Employees can't have negative vacation days unless approval is given by the People and Talent department. If approval is granted, no more than 5 negative vacation days will be allowed per calendar year. Employee should inform the People & Talent department in writing & requesting unpaid time.

59 SICK LEAVE

QualiTest complies with federal and states law's requirement to provide employees with sick days requirements. Unused paid sick time will not carry over from year to year. The Company does not pay employees for unused paid sick time. However, QualiTest will place 5 days or 40 hours of paid sick time into your leave bank on January 1 of each year. Employees will be able to access all 5 days or 40 hours of paid sick time at the beginning of each 12-month period.

QualiTest will provide eligible employees with 5 days or 40 hours of paid sick time on their first day of employment with QualiTest. You will need to meet the 90 day employment requirement before taking any leave. Employees are not eligible to take paid sick time until they have worked for the Company for 90 days from their date of hire.

Unused sick leave benefits will not be paid to employees upon termination of employment (upon resignation, termination or retirement).

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.
- Sick days **are not intended to be used as a substitute for vacation days**

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation time off for further absences from work, related to your illness or injury.

Employees who are unable to report to work due to illness or injury should notify their QualiTest supervisor no later than 8:30 a.m. (daily). Employees on assignment at a client site must also inform their client manager before the scheduled start of their workday, if possible. In cases of prolonged illness, it is necessary to keep QualiTest fully advised of your progress and your expected date of return.

If an employee misses 3 or more consecutive days because of illness, QualiTest may require the employee to provide a physician's written permission to return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

60 FAMILY AND MEDICAL LEAVE

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has been employed with the Company for a total of at least 12 months prior to the commencement of leave.

- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave. The company abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Reasons for Taking Leave.

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner (CFRA only).
- State law may have additional reasons defined.

Military Family Leave Entitlements.

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave).

A covered service member is either:

- 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 otherwise on the temporary disability retired list, for a serious injury or illness (The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition"); or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first 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.
- For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Pregnancy, Childbirth or Related Conditions (California)

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL (pregnancy disability leave) and has given birth she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a California Family Rights Act leave (for birth/ placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional

requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

Please contact the People department as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company **at least 30 days before leave is to begin**. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, the Company must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company. If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Company and the employee.

Certification

QualiTest requires the employee to provide certification. The Company may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of the serious health condition.

If an employee is absent because of his/her own serious health condition, the Company will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work.

Failure to a release to return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had

continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

California: Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

FMLA/CFRA leave is unpaid. The Company may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the company's normal paid leave policies.

Leave Designation.

If an employee does not expressly request FMLA leave, the company reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, vacation time, sick days, workers' compensation, and/or any other leave where permitted by state and federal law.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Return-to-Work Policy.

- If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.
- An employee on medical leave is requested to provide QualiTest with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
- If an employee fails to return to work on the agreed upon return date, QualiTest will assume that the employee has resigned.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the People and Talent department to discuss options for leave.

61 PREGNANCY DISABILITY LEAVE (PDL)

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise the People department as early as possible to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- QualiTest will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform the People department when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with the direct supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;
- For emergencies or events that are unforeseeable, we need you to notify the Company, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide QualiTest with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Company. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time during a pregnancy disability leave. An employee will be allowed to use accrued vacation during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment

continuously for the duration of the leave. In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave.

62 LACTATION POLICY

QualiTest accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor or the People department to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

63 MILITARY LEAVE

QualiTest supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the People and Talent department and his or her supervisor. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

The leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA (Uniformed Services Employment and Reemployment Rights Act of 1994) based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Contact the People & Talent Department for more information or questions about military leave.

64 MILITARY SPOUSE LEAVE

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the People Department within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

65 ORGAN AND BONE MARROW DONOR LEAVE

CA Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, QualiTest will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

QualiTest requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, and/or vacation.

QualiTest requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, and/or vacation.

Once a Donor has exhausted the required paid sick, and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

66 SCHOOL AND CHILD CARE ACTIVITIES LEAVE

CA Employees are encouraged to participate in the school or child care activities of their children.

The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in loco parentis to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their supervisor.
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence;
- If more than one parent is employed by QualiTest, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use Vacation leave in order to receive compensation for this time off; and
- Employees who do not have paid time off available will take the time off without pay.

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement



with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

67 BEREAVEMENT LEAVE

All QualiTest full-time, salaried employees who have completed at least 90 days of consecutive employment may be granted up to 3 days of paid time off in the event of the death of an immediate family member. Employees who wish to take time off due to the death of an immediate family member should notify their QualiTest's and client's supervisor immediately.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

QualiTest defines "immediate family" as the employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

68 CIVIL AIR PATROL LEAVE

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company.

69 JURY DUTY AND WITNESS LEAVE

QualiTest supports full time salaried employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Either QualiTest or the employee may request an excuse from jury duty if, in QualiTest's judgment, the employee's absence would create serious operational difficulties.

QualiTest will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. After that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by QualiTest according to the applicable plans.

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

70 TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined.

Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

71 DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE AND ACCOMMODATION

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the People department and your direct Supervisor.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact the people department and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any that are effective and will make reasonable accommodations unless an undue hardship will result.

QualiTest will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the People department and your direct supervisor.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

72 VICTIMS OF CRIME LEAVE

QualiTest gives employees time off to attend judicial proceedings if:

- A violent crime (a violent felony, serious felony, or a felony theft or embezzlement) has been committed and you are the victim of the crime;
- You are an immediate family member (spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather) of a victim; a registered domestic partner of a victim; or the child of a registered domestic partner of a victim; and
- You wish to take time off from work to attend judicial proceedings related to that crime.

A victim is defined as “any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or a delinquent act.” A “victim” also includes various family members for whom you will have to provide leave; a victim includes the person’s: spouse, parent, child, sibling or guardian. The employee must be a “victim” of one of the following covered offenses:

- Vehicular manslaughter while intoxicated
- Felony child abuse likely to produce great bodily harm or a death
- Assault resulting in the death of a child under eight years of age
- Felony domestic violence
- Felony physical abuse of an elder or dependent adult
- Felony stalking
- Solicitation for murder
- A serious felony, such as kidnapping, rape or assault
- Hit-and-run causing death or injury
- Felony driving under the influence causing injury
- Specified sexual assault

Use of Leave

An employee who is absent for victims of crime leave may elect to use:

- Accrued paid vacation;
- Sick leave; or
- Unpaid time off.

Employees who are subject to a collective bargaining agreement may be subject to other requirements for the use of paid time off.

Advance Notice

For leave to attend judicial proceedings, the employee is required to provide a copy of the notice for each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless this advance notice is not feasible.

If advance notice is not feasible, the company will not take any action against the employee if he/she, within a reasonable time after the absence, provides us with appropriate documentation from one of the following entities:

- The court or government agency setting the hearing;
- The district attorney or prosecuting attorney’s office; or
- The victim/witness office that is advocating on behalf of the victim.

For leave to attend a proceeding involving a right of the victim, this leave can be taken at the victim’s request with reasonable advance notice of the intention to take the time off.

When advance notice is not feasible, or if an unscheduled absence occurs, the company will not take action against the employee if he/she, within a reasonable time after the absence, provides us with certification.

Any one of the following forms will be sufficient:

- A police report indicating that the employee was a victim of one of the specified offenses;
- A court order protecting or separating the employee from the perpetrator of one of the specified offenses; or
- Documentation verifying that the employee was undergoing treatment for physical or mental injuries or abuse as a result of being a victim of one of the specified offenses. Documentation must be accepted from a medical professional, domestic violence advocate, victims of sexual assault advocate, health care provider or counselor.

73 VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training.

Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

BENEFITS

74 EMPLOYEE BENEFITS ELIGIBILITY

QualiTest recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the employees' portal, or contact the People and Talent department. To the extent of the information provided here conflicts with the employees' portal or full plan document, the full plan document will control.

A number of the programs, such as Social Security, workers' compensation, state disability, and unemployment insurance, cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The People and Talent department can identify the programs for which you are eligible. Details of many of these programs described below. Contact the People & Talent department for more information.

75 MEDICAL, DENTAL AND VISION INSURANCE

QualiTest offers Medical, Dental, and Vision insurance through Blue Cross Blue Shield. This is a private exchange and there are 6 plans to choose from. 4 HSA (Health Savings Account) plans are included. QualiTest contributes towards monthly premium and HSA, if you choose to take it. Enrollment in the company plan is not mandatory. Medical booklets, dental booklets, and membership cards will be mailed to your home address after enrollment.

If you do not enroll when you are eligible, or within 31 days of your eligibility, you will not be insured until satisfactory evidence of insurability is received and confirmed by QualiTest's insurer, which may include a medical examination. Open enrollment is November 1st of every year.

Full-time employees are eligible to become members of QualiTest's Insurance Plan on the first day of the month following 30 days of employment.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Please be sure to notify the People & Talent department of any changes in marital status or dependents.

Complete details of the healthcare plans are described in the employee portal under the following link: [Health Insurance](#)

76 BENEFITS CONTINUATION (COBRA)

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at QualiTest's group rates plus an administration fee. QualiTest provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under QualiTest's health insurance plan. The notice contains important information about the employee's rights and obligations.

77 CORPORATE WELLNESS PLAN

QualiTest wants to encourage all of its employees to stay active and fit! At least 8 days per month are required and QualiTest will pay for your gym membership. If you go less than 8 days per month, you will be charged for the remaining days (the cost of your membership that month). You can also earn up to 4 more vacation days in a year just by going 24 times each quarter! You may qualify 30 days from your start date of employment and each month starts the 1st of the month. We have several gyms to choose from, just check what is closest to you. Ask the People & Talent department for a copy of the signup information.

78 SCHOOL TUITION REIMBURSEMENT PLAN

Objective

QualiTest supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the company has established a reimbursement program for expenses incurred through approved institutions of learning.

Benefits

- Eligibility: Only full-time, salaried employees that have completed one year with QualiTest
- Decision of employee's eligibility of this benefit will be based on employees' performance and his or her direct supervisor recommendation
- The company will reimburse up to a maximum of \$5,000 per year

For Master degrees or equivalent programs, and upon manager's approval, employees may be eligible for-

- Up to 10 extra vacation days in a year, and a total of 15 vacation days after graduation
- Salary raise of \$5k after competing 1 year in the program, and then \$10k raise a year until graduation, based on performance and grades.

QualiTest maintains a full school tuition reimbursement Policy, which employees and supervisors may obtain from the People & Talent department.

79 EXTERNAL EMPLOYEE EDUCATION

Some employees may need to attend training programs, conferences, lectures, meetings, or other outside activities for the benefit of QualiTest or the individual employees. Attendance at such activities, whether required by the Company or requested by individual employees, requires the written approval of the direct supervisor. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the Company, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the direct supervisor in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, such as meetups, even if such sessions generally may lead to improved job performance. While QualiTest generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Attending meetups

We keep track of employees' participation in meetups. If employees attend 3 meetups in a 2 months period, they receive a \$50 gift card.

Attending Conferences and presenting content

When you submit a topic to a conference, you are eligible to receive a \$25 gift card.

If your submission is selected, you are guaranteed to attend the conference and present your spotlight to the audience.

80 WORKERS' COMPENSATION BENEFITS

QualiTest, in accordance with state and federal law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers' Compensation Benefits and return it to Finance team; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires QualiTest to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA)), will be placed on FMLA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA for a maximum of 12 weeks (or as defined as per state law) in a 12-month period calendar year.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

81 LIFE INSURANCE

QualiTest provides life insurance voluntary plans for full-time employees. Employees are eligible for this benefit on the first of the month following 30 days of service.

Contact the People & Talent Department for more information about life insurance benefits.

82 LONG-TERM DISABILITY

QualiTest offers a long-term disability (LTD) voluntary plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Full time employees may purchase this insurance subject to all terms and conditions of the agreement between QualiTest and the insurance carrier. All eligible employees may begin LTD coverage on the first of the month following 30 days of employment.

Contact the People & Talent Department for more information about LTD insurance.

83 401(K) PLAN

QualiTest has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

You are eligible to join the 401(k) savings plan on the first of the month following 30 days of service. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to invest from 1% to 15% of your salary into a variety of diversified investment options ranging from guaranteed to aggressive growth mutual funds and bond funds. You can tailor your own retirement package to meet your individual needs.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions. QualiTest does not contribute to the 401(k).

Complete details of the 401(k) savings plan are described in the employee portal under the following link: [401k plan](#)



84 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

The employee handbook describes important information about QualiTest, and I understand that I should consult the People & Talent Department regarding any questions not answered in the handbook. I have entered into my employment relationship with QualiTest voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or QualiTest can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to QualiTest's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the VP of People and Talent has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document expressed or implied, between QualiTest and its employees.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____