



Frazer Consultants

EMPLOYEE HANDBOOK

Exempt and Non-Exempt Employees

Last Revised December 13, 2016

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President's Message

Welcome to Frazer Consultants!

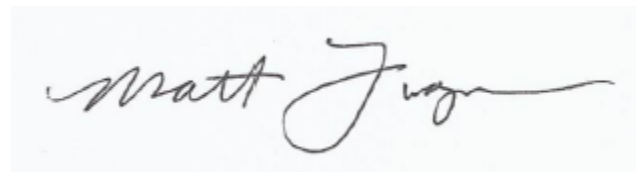
As President & CEO, I want to thank you for becoming a part of the Frazer Consultants team. We are excited to have you on board and look forward to utilizing the unique strengths and abilities you bring to the company.

At Frazer Consultants, our goal is to provide our clients with the tools they need to deliver personalized, valuable and memorable funeral services to their customers. We do this by offering world-class personalization and technology solutions to help our clients go above and beyond their customers' expectations. No matter what role you play, your contributions are needed and valued when it comes to making this vision a reality.

The policies contained in this document provide the framework that allows our company to run smoothly. However, we also understand that the application of such policies is rarely black and white. If you ever have a question or concern about the information contained in this handbook, please feel free to reach out to me or our employee services designee.

While we expect all employees to work hard, we hope that you also find Frazer Consultants to be an open and enjoyable place to work. Our employees are a smart group of go-getters who believe in working hard, playing hard, and doing what it takes to make technology work for our clients' businesses. We're glad to have you as part of this team and look forward to a long and rewarding working relationship together.

Sincerely,

A handwritten signature in black ink that reads "Matt Frazer". The signature is written in a cursive, flowing style with a long horizontal flourish extending to the right.

Matt Frazer
President, Frazer Consultants

General Workplace Policies

The Frazer Consultants Employee Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, questions concerning eligibility for a particular benefit or the applicability of a policy or practice should be brought to the attention of your manager, the President or designee.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Frazer Consultant employees and others affiliated with Frazer Consultants whose knowledge of the information is required in the normal course of business.

Our Company

Frazer Consultants was founded in 2003 to supply personalized memorial candles to the funeral industry. Since then, the company has expanded to include additional product lines, such as memorial stationery, tribute videos, funeral home website design, digital register books, payment processing platforms, and more. Frazer Consultants is proud of the relationships we've built with funeral homes throughout the United States and Canada and looks forward to continuing to serve these customers with new technology and memorial product innovations for years to come.

Open Door Policy

Frazer Consultants has an open door policy where open and frank communication is desired and encouraged. Frazer Consultants is committed to ensuring that all employees have effective working relationships and are able to resolve conflicts before serious problems develop. Most incidents can be resolved through open communications with managers. Should a situation persist which an employee is not able to resolve, they should contact the President or designee.

Equal Employment Opportunity and Non-Discrimination Policies

Frazer Consultants is an Equal Opportunity Employer. It is our policy to provide equal opportunity for employment to all employees and applicants in accordance with all applicable equal employment opportunity (EEO) laws, directives and regulations of federal, state and local governing bodies or agencies thereof. Our success depends on our ability to hire and retain the best qualified people for all positions. Personnel decisions are made on the basis of merit, qualification and company need.

Frazer Consultants prohibits discrimination or harassment of any employee or applicant for employment based on race, religion, color, creed, sex, gender identity, age, sexual orientation, national origin, citizenship status, disability, veteran status, marital status, pregnancy, genetic information, arrest or conviction record, use of lawful products or any other status protected by the law. This policy applies to every aspect of employment, including recruitment, selection, promotion, transfer, training, compensation, demotion, layoff, disciplinary action, reduction in work force and termination.

All employees are required to abide by Frazer Consultants' policy of nondiscrimination. Any employee who believes that he or she has been discriminated against in violation of this policy should report the matter to the President of the Company. All reports will be treated as confidential to the fullest extent possible. Any employee found to have engaged in discrimination in violation of this policy is subject to discipline, up to and including suspension without pay and termination.

Managers who are aware of any violations of Frazer Consultants' EEO policy and fail to directly address those violations or appropriately report the matter will be subject to disciplinary action, up to and including termination.

It is a violation of this policy to retaliate against an employee for making a good faith complaint of discrimination. Any employee who is determined to have engaged in such retaliation will be subject to disciplinary action, up to and including termination. Any employee who believes they are being subjected to retaliation should report that immediately to their manager or the President of the Company.

Harassment — Sexual and Other Unlawful Harassment

Frazer Consultants is committed to providing a work environment where all are treated with courtesy, respect and dignity. Frazer Consultants will not tolerate harassment based on sex or any other protected status. Sexual harassment is any unwelcome sexual attention or unequal treatment on the basis of sex. Sexual harassment can arise not only from conduct of a sexual nature, but also from an overall intimidating or offensive working environment. Other forms of unlawful harassment include, but are not limited to harassment based on race, color, creed, religion, national origin, citizenship status, sex, gender identity, disability, age, genetic information or any other status protected by the law in the states in which our employees reside and work.

This policy is also intended to address conduct by nonemployees with whom employees come into contact, either at the workplace or in the course of work-related activities. Such nonemployees can include vendors, consultants, and other service providers. Frazer Consultants will take appropriate action in the event of a confirmed report of third-party harassment.

Harassment, for purposes of this policy, is any conduct which is intended, or could reasonably be expected, to subject an employee to humiliation or embarrassment, or has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment because of such employee's race, color, ethnicity, religion, sex, age, sexual orientation, disability or other status protected by applicable law. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assault or contact, or violence. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within his/her hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature and taking retaliatory action against an employee for discussing or making a harassment complaint.

Examples of harassment (include, but are not limited to):

- Sexually harassing material, whether verbally, in writing or electronically, including via email or voicemail;
- Crude, vulgar, or sexually explicit profanity;
- Repeated unwelcome comments about an employee's appearance. Comments about an employee's clothing, particularly those that stress erotic appeal or the perceived tightness or revealing nature of a garment are prohibited. Comments about private portions of an employee's anatomy;
- Repeatedly asking for a date after being turned down in a way that does not encourage further invitations;
- Unwelcome sexual advances or requests for sexual favors;
- Making or threatening to make an employee or job applicant's submission to or rejection of requests for sexual favors a basis for an employment-related decision such as hiring, firing, promotion or recommendation of work assignments;
- Unwelcome physical touching such as patting, pinching, or brushing against another's body;
- Sexually explicit telephone calls, voicemail messages, emails, text or instant messages, jokes, comments, letters, pictures, books, posters or magazines;
- Abusive verbal conduct of a nonsexual nature; and
- Downloading, displaying, viewing, accessing, storing or transmitting on or to any company computer images, cartoons, messages or materials which are sexually explicit or may be construed as pornography or lewd or lascivious material, or any threatening and intimidating messages.

Each employee should exercise good judgment to avoid engaging in conduct that may be perceived by others as discriminatory harassment. If an employee experiences or witnesses such conduct, they should immediately inform the person engaging in such conduct that his/her behavior is offensive and tell the person to stop. If the employee is not comfortable discussing the conduct with the harasser, or such a conversation does not stop the behavior, the employee should report the conduct to their manager or to the President of the Company informally or by following the formal complaint procedure. A timely investigation will be conducted.

Managers who are aware of any violations of Frazer Consultants' Sexual and Other Unlawful Harassment policy and fail to directly address those violations or appropriately report the matter will be subject to disciplinary action, up to and including termination.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by these policies or who believe they have witnessed such conduct should discuss their concerns with their immediate manager, a member of the management team or the President of the Company or designee.

When possible, Frazer Consultants encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Frazer Consultants recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Frazer Consultants encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and

intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

A knowingly false or malicious complaint of harassment (or of retaliation) is a violation of this policy. Any employee, who is determined to have made a knowingly false or malicious complaint or to have committed an intentional breach of confidentiality, will be subject to disciplinary action, up to and including termination.

Conditions of Employment – At-Will Employment

Policies set forth in the Frazer Consultants Employee Handbook are not intended to create an employment contract or any other type of contract, nor are they to be construed to constitute contractual obligations of any kind or guarantee any fixed terms and conditions of employment. The policies and provisions of this Handbook may be amended or cancelled at any time, at Frazer Consultants' sole discretion, with or without notice.

Employment at Frazer Consultants is not for any specific time and is considered at-will as defined. This means that employees are free to end their employment relationship with Frazer Consultants at any time and for any reason. Frazer Consultants is also free to end the employment relationship at any time, for any reason or no reason at all, with or without cause or notice, so long as there is no violation of any applicable local, state or federal law.

Americans with Disabilities Act (ADA)

Frazer Consultants is committed to complying with the Americans with Disabilities Act (ADA). Whenever possible, Frazer Consultants will offer a reasonable accommodation to qualified individuals with known disabilities in order to enable them to perform their jobs, unless doing so would result in an undue hardship or cause a direct threat to the employee and/or other individuals in the workplace. Contact the President of the Company or designee with any questions or requests for accommodations.

Employee Classification and Compensation

Employee Classification Categories

All employees are designated as either nonexempt or exempt status, according to the Fair Labor Standards Act.

- Nonexempt positions: Nonexempt positions earn overtime pay for any hours worked over and above 40 in a work week.
- Exempt positions: Exempt positions are salaried, and, due to the nature of the work, exempt from overtime. Exempt employees routinely work more than 40 hours per week.

Frazer Consultants has established the following categories for both nonexempt and exempt employees:

- Regular, full time: Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 40 hours per week.
- Regular, part time: Employees who are not in a temporary status and who are regularly scheduled to work less than 40 hours per week.
- Temporary, full time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's fulltime schedule for a limited duration of up to one year. Employment beyond any initially stated period does not in any way imply a change in employment status.
- Temporary, part time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration of up to one year. Employment beyond any initially stated period does not in any way imply a change in employment status.

Regular, part time and temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy, required by law, or are deemed eligible according to plan documents.

Pay Periods

Pay Periods at Frazer Consultants are made on the 15th of the month and at the end of the month. It is the company's policy that employee paychecks will only be direct deposited into either a savings or checking account at the financial institution of the employee's choice. Employees may access their detailed payroll deposit information online through [Intuit's "View My Paycheck" portal](#).

If the normal payday falls on a weekend or a company-recognized holiday, payments will be distributed one workday before the aforementioned schedule.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W4 must be submitted to the President of the Company or designee.

Overtime Compensation

Frazer Consultants recognizes that sometimes it is necessary for employees to work hours in excess of a standard work week and follows state and federal wage and hour laws pertaining to payment of overtime. Nonexempt employees who work more than forty hours per scheduled work week (Sunday through Saturday) will be paid overtime for those excess hours over forty. It is the employee's responsibility to report all hours worked and to ensure that their manager preapproves all overtime before it is worked. Failure to secure prior approval is grounds for disciplinary action, up to and including termination.

Overtime compensation is calculated by multiplying the regular rate of pay (base pay plus any differentials, on call, shift pay, etc. are averaged to determine this rate) times 1.5.

Exempt employees do not earn overtime pay. As salaried professionals, exempt employees are expected to independently manage and prioritize time and work duties. Employees consistently working excess work hours should discuss this with their manager. Together they will problem solve by assessing workload and reviewing use of time and available resources.

Time Reporting Guidelines

It is the responsibility of every employee to ensure that all time and absence reporting is timely and accurate. It is the responsibility of every manager to review the employee's time and to discuss any discrepancies between the reported time and their work schedule with the employee immediately to ensure payroll accuracy.

All work performed by employees categorized as nonexempt/hourly employees is paid time and must be reported to Frazer Consultants. This includes all time spent performing work-related duties using electronic devices (i.e. smart phones or laptops). Employees must receive prior approval from their manager for time worked outside of the normal work day. Failure to request approval may result in disciplinary action.

On-Call Pay (Nonexempt Employees)

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater. Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, he or she will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek.

Meal/Rest Periods

Employees who work at least eight hours a day will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable, assuming the meal period is 30 minutes or more. Nonexempt employees are to be completely relieved of all job duties while on meal breaks of 30 minutes or more and must clock out for those meal periods.

In addition, nonexempt employees are permitted a 15-minute rest break for each four hours

of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable. This time may not be used to make up time, shorten a workday or extend a meal break. Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed, so long as they do not interfere with the completion of job responsibilities.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit supporting documentation to obtain reimbursement of expenses. For more details, speak to the President of the Company or designee for detailed travel policies, procedures and authorization.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Frazer Consultants makes every effort to ensure that its employees are accurately paid and that it complies with the salary basis requirements of the Fair Labor Standards Act and applicable state laws. Any employee who believes the company improperly deducted amounts from his or her paycheck should immediately bring his or her concern to the president.

Mileage Reimbursement

Frazer Consultants will reimburse employees at the rate of 56 cents per business mile driven when a personal vehicle is used for a business trip. Business trips must be approved ahead of time to be eligible for reimbursement. The employee must document business miles using a travel log to determine the total mileage for the trip less the normal commute to and from work. The business mileage rate covers all costs of operating the vehicle including gasoline, oil, insurance and repairs. Receipts for tolls and parking fees are reimbursed separately and not included in the business mileage rate.

Frazer Consultants will not reimburse individuals for the cost of auto insurance or for other expenses, including but not limited to driving or parking violations, fines, gasoline, automobile repairs, vehicle damage or insurance deductibles as a result of an accident, break down, tow or resultant meals and lodging.

Business mileage does not include the normal commute to and from work. When your business travel originates from home, subtract your normal commute from the total miles associated with the trip. Under IRS Reg. § 1.2621(b) (5), costs of commuting to the place of

business or employment are personal expenses. You cannot be reimbursed for commuting expenses even if you work during the commuting trip.

Individuals who use their personal automobiles for business travel must have at least \$100,000/\$300,000 of liability insurance coverage. The individual's coverage is primary to any other available coverage. Frazer Consultants will not reimburse individuals for the cost of insurance.

Employment Process

Internal Transfers/Promotions

Frazer Consultants gives consideration to current employee applicants in filling open positions through transfer or promotion whenever practical and at the sole discretion of management. Selection is based on the employee's experience and qualifications. Employees should have at least one year of experience in their current position prior to promotion or transfer. Exceptions to the year of experience may be permitted when it is in the company's best interest. An open position is defined as any posted position to which an employee could be transferred or promoted or for which a person could be hired.

Personal Relationships

Frazer Consultants wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

Employees and contingent workers are welcome to establish and keep personal relationships with coworkers throughout the company. They may also date coworkers.

When conflicts arise between individuals due to a personal or dating relationship, and the conflict begins to affect employment (customer service, productivity, teamwork, etc.), the situation will be resolved like any other issue that has strained the working interactions between employees, namely, through coaching or corrective measures up to and including termination of employment.

Members of company management are prohibited from dating any individual who directly or indirectly reports to them. This policy exists because dating any employee, agent or contingent worker may impact a manager's ability to perform his or her job. Additionally, the potential for favoritism (whether perceived or actual) exists and claims of sexual harassment and discrimination could result. Members of management who violate the policy may be subject to coaching or corrective measures up to and including termination of employment.

Employee Discipline

Any employee may be disciplined for noncompliance with established standards of care, regulations, practice and procedures and/or violations of company policies. Disciplinary action will be taken on a fair and equitable basis. Prior to any disciplinary action the manager will consult with the President or designee. Discipline may include verbal warning, written warning, suspension, or termination of employment.

Frazer Consultants retains full discretion to issue the discipline it deems appropriate, considering the employee's history, the violation, and other factors. Certain actions, by the severity of their nature, may result in immediate suspension or termination, even if they are the employee's first violation. Such major violations include, but are not limited to, knowing falsification of official documents, or misrepresenting facts; insubordination; working beyond

the scope of professional practice; theft, destruction, abuse or damage of Frazer Consultants' property; and knowing violation of company policy.

Managing Performance Issues

In the event that a manager identifies that a specific employee needs performance improvement, he/she may work with the President or designee and may develop a Performance Improvement Plan (PIP) for the employee. In general, the plan will document the current performance, the expected performance improvement with an action plan to achieve expected performance. The manager and employee will meet regularly to track progress and discuss performance during the PIP. The goal of all PIPs is to ensure that employees are informed when their performance is not meeting expectations and given the opportunity to correct and maintain improved performance while receiving ongoing coaching from their manager. PIPs are generally not repeated for the same performance issue.

Performance and Salary Review

Formal performance appraisals are conducted at an employee's 90-day anniversary, 1-year anniversary and at annual anniversaries of the employee's hiring date. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager and the company President. The President of the Company will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

Separation of Employment

When an employee decides to leave for any reason, their manager and the President or designee would like the opportunity to discuss the resignation before final action is taken. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the company with a written two-week advance notice period. The written notice should include the reason(s) for leaving and the last day of work. Proper notice is required in order to be considered for rehire. Paid Time Off (PTO) may not be used during or substituted for the advance notice period. The employee's manager may rescind PTO time approved prior to the employee's resignation for time off during the notice period in order to meet workload demands.

The employee's manager will coordinate the return of company property. Employees leaving the company must return cell phones, office keys, PCs and all company property on their final day of employment. If there are unpaid obligations to the company, the final paycheck

will reflect the appropriate deductions. Deductions for missing equipment must be signed off on by employees at the time of the deduction.

Final paychecks will be in the form of direct deposit. Certain group health and insurance benefits may be continued after employment terminates at the eligible employee's expense. The employee will be notified regarding the right to continuation of benefits. Except in a termination that Frazer Consultants determines, in its sole discretion, to be for misconduct or in the situation where an employee has failed to give proper notice of resignation, the employee's PTO balance will be paid following the final paycheck.

Exit Interview

Employees who voluntarily terminate their employment at Frazer Consultants will be offered an exit interview with the President or designee prior to the employee's last day of employment. The Exit Interview offers the employee the opportunity to share insights and experiences that will help Frazer Consultants with its recruitment, onboarding and retention efforts.

Rehire

Former employees who left Frazer Consultants in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to an open position, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Managers must obtain approval from the President of the Company or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Benefits

Benefits Programs

Frazer Consultants has a comprehensive group insurance program available to eligible employees. Some of the benefits are provided at no cost; others are elective and require a contribution for part of the premium cost. This handbook summarizes such benefits. To the extent that the explanation contained in this handbook differs from the terms of any insurance contract or other documents prepared in connection with a particular plan or benefit, such insurance contract or other document shall govern. If an employee needs copies of any of these documents, or has any questions concerning their terms, please contact the President or designee.

The company reserves the right to modify, amend or terminate benefit plans at any time, provided that with respect to group health and life insurance (and any other benefits, to the extent required by state or federal law) any modification, amendment or termination that reduces or eliminates a benefit will only apply to claims for such benefits which arise after the date of such modification, amendment or termination.

For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees upon eligibility for benefits enrollment, or contact the President of the Company or designee.

Eligibility

Eligibility for insurance benefits is determined by an employee's status. All employees who work more than 28 hours per week are eligible for all company-provided benefits.

Insurance coverage begins on the first of the month following 90 days of employment for eligible new hires or the first of the month following 90 days of employment in an eligible category.

Employees who work 28 hours or less are eligible to participate in the 401(k) program (with match) only. Employees in this category are not eligible for any other benefits and do not accrue paid time off (PTO) or receive holiday pay.

Temporary employees are not eligible for any benefits and do not accrue paid time off (PTO) or receive holiday pay.

Medical and Dental Insurance

The company currently offers regular full-time employees and their spouses and families enrollment in medical and dental insurance coverage options on the first of the month after they have been employed for 90 days.

Employees have up to 90 days from their date of hire to make medical and dental plan elections. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the President of the Company or designee to determine if a family status change qualifies under the Plan document and IRS regulations.

Frazer Consultants offers an open enrollment period for the 30 days prior to the December policy renewal date. Employees who are interested in changing their coverage during this window should reach out to the President of the Company, designee and/or plan representatives for answers to benefits plan questions and for enrollment assistance as needed.

Long-Term Disability Benefits

Frazer Consultants offers full-time employees a noncontributory long-term disability (LTD) base plan. This noncontributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a maximum benefit of \$6,000 per month, less any other offsets. Eligible employees are automatically enrolled on the first of the month following 90 days of employment. Long-term disability coverage terminates on the last day of employment.

401(k) Plan

The company offers a voluntary pre-tax and post-tax salary reduction plan in which regular full-time and part-time employees who are 21 years of age or older may elect to participate, beginning on the first of the quarter following 90 days of employment. A company match of up to 4% is available, depending on the percentage contributed by employees. Employees may change the dollar amounts or the percentages of their contributions at any point throughout the year.

Further details about the Plan may be obtained from the President of the Company, designee or Plan representatives.

Workers' Compensation

Worker's Compensation Insurance (WC) coverage is available to all employees according to the State of Wisconsin. WC provides income protection and/or reimbursement for eligible medical expenses incurred as a result of a work-related illness or injury. To qualify for coverage, the injury must occur while performing service for Frazer Consultants and be caused by that activity. Benefits are determined by statutory formula and may be subject to reduction if the injury or illness results from an employee's disregard for safety rules or failure to use available safety devices.

An employee who experiences a workplace injury or accident, or exposure to a communicable disease, should immediately report to their manager within 24 hours (regardless of whether medical attention is sought).

Employees will continue to work at full capacity unless medical attention is sought and the medical restrictions are documented. An employee who is absent for three consecutive days following a reported work injury but did not seek immediate medical attention is required to submit a physician's statement prior to returning to work.

Payment for lost wages or medical claims associated with a work injury will be determined by the worker's compensation carrier at the time the claim is processed, based on the estimated return to work date. If medical attention is sought, the employee must have the attending physician provide a complete a Return to Work statement indicating date of

service and date employee may return to regular duties. The statement must also include written instructions for follow-up care and, if applicable, a detailed listing of restrictions including estimated duration and approximate return to regular duties. All related medical bills should be submitted to the worker's compensation carrier.

Paid Time Off & Leaves of Absence

Holiday Pay

Frazer Consultants recognizes eight paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas

PTO (Vacation/Sick Time)

All full-time employees are eligible for paid time off benefits, beginning on the first of the month following 90 days of employment. PTO is accrued at a rate of 0.50 days per pay period for the first 12 months of employment after the initial 90 days and in a lump sum of 12 days at the start of each calendar year following these 12 months. PTO time earned in the interim (once the first 12 months of employment after the initial 90 days is achieved and before the first calendar year lump sum accrual is due) will be accrued in a lump sum on a prorated basis, based on the number of months remaining in the calendar year.

Start Month	Eligibility Date	1-Year Anniversary	1-Year Accrual Date	Pro-Rated Accrual at 1 Year
January	May 1st	January	February 1st	88 hours
February	June 1st	February	March 1st	80 hours
March	July 1st	March	April 1st	72 hours
April	August 1st	April	May 1st	64 hours
May	September 1st	May	June 1st	56 hours
June	October 1st	June	July 1st	48 hours
July	November 1st	July	August 1st	40 hours
August	December 1st	August	September 1st	32 hours
September	January 1st	September	October 1st	24 hours
October	February 1st	October	November 1st	16 hours
November	March 1st	November	December 1st	8 hours
December	April 1st	December	N/A	N/A

PTO can be used only after it is earned, unless exceptions are requested and granted by the employee's immediate manager and the President of the Company. If PTO is used before it is earned, it is the employee's responsibility to earn the used PTO at a later time. If either the employee or the employer ends the employment relationship for any reason before used PTO has been earned, this is considered an unpaid obligation to the company as outlined in the Separation of Employment section of this document and will be deducted from the final paycheck. PTO leave will not be earned during an unpaid leave of absence. Employees who need to take time off prior to attaining 90 days of employment may be required to take unpaid leave. Unpaid leave must be taken in full-day increments.

To schedule PTO time in advance, employees should submit their requests to their managers at least two weeks before the requested leave. PTO requests may be taken in half-day or full-day increments only. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The manager should notify the employee within three business days of the date the request is submitted with either an approval or denial. If the request for leave is denied, the manager should provide an appropriate reason to the employee.

All full-time salaried employees are expected to be at their desks for eight hours each weekday. In the event that an employee must leave the premises for any reason, including but not limited to medical, dental or other personal appointments, they are expected to make up all lost time in a way that is approved by the employee's immediate manager and the President of the Company. This can be achieved by coming in to the office earlier, staying later, or reducing the allotted 60-minute meal break by as much as, but not more than, 30 minutes. PTO leave may be used as well.

To use PTO in the event of illness, employees should notify their managers as early as possible regarding their absences. PTO leave may be used for an employee's personal illness and well-care or for illness and well-care in an employee's immediate family. An employee who has a sick leave absence in excess of three consecutive working days must present medical documentation for the absence.

PTO will be paid at the employee's base rate at the time the leave is taken. PTO pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

PTO can be rolled over from year to year, up to a maximum of 24 days. Unused leave accumulated in excess of this balance will be forfeit at the start of the calendar year when new accruals are processed.

Leave taken beyond an employee's available PTO balance may be unpaid unless otherwise required under state or federal law.

If employment is terminated, accrued unused PTO leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination unless the employee failed to give proper notice of voluntary resignation or was terminated for what Frazer consultants determines, within its sole discretion, to be misconduct. In the event of the employee's death, earned unused PTO time will be paid to the employee's estate or designated beneficiary.

Leaves of Absence

Leave without pay allows an eligible employee unpaid time off while securing their position for a specified period of time for any of the following reasons (or others, at the discretion of the President of the Company): the birth or adoption of an employee's child or the placement of a child with the employee for foster care; to care for a child, spouse, or parent suffering from a serious health condition; for an employee to care for his/her own serious health condition; for a qualifying military exigency; or to care for a covered service member with a serious health condition.

Eligible employees have been employed by Frazer Consultants for at least twelve months and have worked at least 1,250 hours during the twelve months immediately preceding the leave. All such leaves are discretionary and must be approved by the President and the employee's immediate manager. Leaves under this section generally will not exceed 30 working days in a 12-month period, unless approved by the President and the employee's immediate manager. Frazer Consultants will comply with all relevant statutes and regulations applicable to a leave of absence.

Generally, employees needing to take family leave for birth/adoption/foster care placement should request leave from their manager at least 30 days in advance of the need. Employees requesting leave will be required to submit the request to the President of the Company or designee. Employees should provide at least 30 days' notice for planned medical treatments for themselves or family members, and as much notice as possible in emergency situations. Employees on leave, except for those on intermittent leave, will be removed from voice mail and all company equipment (cell phone, laptop, key cards, etc.) must be returned to their manager prior to beginning the leave. While on leave, employees are requested to report every two weeks to their manager regarding their status and their intent to return to work. Any changes in status which would affect their estimated return to work date need to be reported immediately to their manager.

Following unpaid leave, an employee will be returned to the position he or she held immediately prior to the leave, if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position, when possible. A position cannot be held open for extensive periods of time (without a requested and approved leave in place).

All leaves of absence are unpaid unless an employee is eligible for and has accrued paid time off. Except as required by law, paid time off must be used at the commencement of the leave. Except in cases of emergency leave, employees should provide a minimum of 30 days notification to their manager prior to commencement of leave. Upon returning from a leave of absence the employee will be placed in the same position held prior to taking leave, provided it is still open or if required by law.

Group health insurance will continue under the unpaid leave, subject to the following provisions. If an employee takes more than four consecutive weeks of unpaid leave, Frazer Consultants will bill the employee for 50% of health insurance premiums paid on a monthly basis. Employees will be required to submit payment via check in order to maintain coverage throughout their leave. Employees whose coverage lapses will be eligible to re-enroll in health insurance coverage following their return to active duty, subject to any restrictions in place by the insurance plan or provider. The President of the Company or designee will advise employees of the cost of coverage and when and where to send premium payments, if any.

Frazer Consultants may recover its share of group health insurance premiums during a period of unpaid leave if the employee fails to return to work after the employee's leave entitlement has been exhausted or expires, unless the reason the employee does not return is due to the continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member; or other circumstances beyond the employee's control.

Maternity/Paternity Paid Leave

Maternity/paternity paid leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. Maternity/paternity leave is not charged against the employee's accrued PTO, and the amount of paid days received is two weeks at 100% salary. Health insurance benefits will continue to be provided during the paid maternity/paternity leave under this policy at the same rate as in effect before the leave was taken regardless of length of service.

To qualify for paid maternity/paternity leave, the employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. The employee must provide 30 days' notice (or as much notice as practicable if the leave is not foreseeable) to the President of the Company or designee before taking maternity/paternity leave.

After the two weeks of maternity/paternity leave has concluded, subsequent leave shall be covered under the unpaid leave policy described above. Temporary and regular, parttime employees are not eligible for maternity/paternity paid leave.

Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

Bereavement Leave

Bereavement leave is offered to regular full and part-time employees. Eligible employees receive up to 5 days off with pay for the death of an immediate family member (spouse, partner, child, sibling or parent) and up to 1 paid day off for an extended family member.

Military Service Leave

Frazer Consultants will apply with all applicable provisions of the [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#). Frazer Consultants will restore any employee who goes out on a military leave to their prior position or to a position of like seniority, status, and pay, consistent with USERRA requirements. Before beginning a period of military leave, contact the President of the Company for information on the reinstatement procedure. For purposes of calculating seniority, the period of military leave will not be considered an interruption of service.

Frazer Consultants is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Frazer Consultants' policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the

Uniformed Services of the United States. Please contact the President of the Company for further information about military leave rights.

Workplace Safety

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client. Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

Management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines, failure to report infractions or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

Drug-Free Workplace

Employees are expected to report for work and to perform assigned duties free from the effects of alcohol and drugs. Illegal drug activity, prescriptive drug abuse or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, the company's equipment, or Frazer Consultants' reputation will not be tolerated. Engaging in these behaviors can lead to discipline, including and up to immediate termination.

Pre-employment: Prospective employees will be required to take a post-offer pre-employment drug test if they will be hired into "safety sensitive" positions. All such employment offers will be contingent upon successful completion of this test. Failure to submit to screening, or a confirmed positive test result, will require Frazer Consultants to rescind the employment offer.

Reasonable suspicion: Employees are subject to testing based upon but not limited to observation by witnesses or suspicion of the following:

- The apparent use or possession of alcohol or drugs
- Suspected impairment due to the use of alcohol or drugs

Suspicious behaviors such as an employee smelling of alcohol or drugs, or reports from witnesses that an employee is using drugs or alcohol are considered grounds for reasonable suspicion testing. Employees subject to this type of testing will be compensated for their time spent completing the test and Frazer Consultants will cover the cost of the test. The President of the Company or designee must be consulted before sending an employee for reasonable suspicion testing.

If reasonable cause is suspected, the employee will be sent for drug testing and placed on an unpaid suspension pending the results of the initial test. If the test is negative, the employee will be reinstated and the time on suspension will be paid at their regular rate of pay. If the initial test is a non-negative, the employee will remain on an unpaid suspension pending results of the confirmation test.

Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring offsite medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

An employee may continue working post-accident if they did not cause the accident and do not require medical attention. An employee may not return to work if they caused the accident, they are suspected to be unfit for duty or reasonable cause is confirmed. In the event medical attention is sought, the employee may return to work once the attending physician has released the employee with a written physician's authorization to return to work. If the employee has returned to work but the initial drug test is a nonnegative, s/he will be suspended with pay pending results of a confirmation test performed by the testing facility and the MRO.

Drug and alcohol testing will consist of appropriate tests conducted by a laboratory which has extensive experience in performing such tests and which uses procedures that produce results that are accurate, reliable and valid. Prior to testing, individuals will be required to sign a Consent and Release Form, which will be provided by the testing clinic. All non-negative test results will undergo a second confirmation test whenever possible. The results of the test will be reviewed by the Medical Review Officer (MRO), a physician trained in substance abuse identification, to confirm that a non-negative result is, in fact, a valid positive. The MRO may consult with the employee and/or the employee's primary care provider. An employee's failure to submit to testing or to cooperate with the MRO will be grounds for disciplinary action up to and including termination of employment. Only those test results reported to Frazer Consultants by the MRO as positive will be treated as positive under this policy. All test results, as well as the specific reason for the testing will be treated as confidentially as possible. Test results will be shared on a need-to-know basis only.

If the result of the confirmation test is positive, the employee will be placed on an unpaid suspension and subject to discipline, including and up to immediate termination. If an employee is referred for AODA treatment or other referral source, the employee must comply with all treatment and rehabilitation program requirements. Upon successful completion of AODA treatment, the employee is required to provide certification from the referral source that the employee has successfully completed treatment.

An employee who has had a confirmed positive test result will be subject to more frequent drug testing for a period of one year. A repeated positive test or a refusal to be tested may result in immediate termination. Frequency of testing will be at the sole discretion of Frazer Consultants.

Frazer Consultants may conduct reasonable searches for illegal drugs or alcohol on company property when there is reasonable cause. Failure on the part of any employee to cooperate with such a search will be grounds for disciplinary action up to and including termination of employment.

Frazer Consultants recognizes that drug or alcohol dependency is a medical condition that can be treated and urges employees to seek assistance before it affects their work performance. Time off may be granted for treatment to any employee who voluntarily seeks treatment for substance abuse. Time off will be consistent with Frazer Consultants' leave policies. The purpose of this time off will be for completing a recommended rehabilitation program. In accordance with relevant antidiscrimination laws, an employee who self-

identifies as a recovering alcoholic or substance abuser will not be discriminated against in employment decisions based on disability. However, an employee's use of alcohol or controlled substances resulting in a positive test result, are not protected.

Frazer Consultants recognizes that prescription medication is an acceptable intervention for many medical conditions. The use of prescription drugs for which an employee has a valid prescription will result in a negative confirmation test. An employee who is taking a prescribed drug is expected to know the drug interactions and possible side effects and whether or not the drug could interfere with their ability to safely and effectively perform their job functions. If an employee questions their ability to perform their job functions while taking a prescribed medication, they should seek the advice of their health care provider. If an employee feels their judgment may be impaired or feel they may not be able to perform their job safely, the employee should not report for work and should follow the procedure for reporting an absence due to illness. Employees will not be asked to disclose to Frazer Consultants the nature or diagnosis of their illness or to disclose the name(s) of prescribed medications.

Theft

Any employee who commits theft is subject to immediate termination of employment. This includes theft of company supplies, equipment, furnishings, as well as theft of another employee's property. Frazer Consultants reserves the right when deemed necessary by the President of the Company, for authorized persons to search and inspect both company property and personal items. Refusal to cooperate in a search, inspection, or investigation may result in a disciplinary action up to and including termination.

Violence

Frazer Consultants is committed to a policy of zero tolerance for violence in the workplace. Threats or acts of violence by any employee directed toward another employee, client, or any other person associated with Frazer Consultants may result in immediate termination. In appropriate cases, Frazer Consultants may refer the matter to local law enforcement.

Frazer Consultants encourages employees to bring their disputes to the attention of their managers or the President of the Company or designee before the situation escalates. Frazer Consultants will not discipline employees for raising such concerns.

Workplace Bullying

Frazer Consultants defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."

Frazer Consultants will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination, following a thorough investigation.

Frazer Consultants considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Standards and Expectations

Confidentiality

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate manager.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. Employees with extensive access to confidential information may be asked to sign confidentiality agreements specific to their positions.

All inquiries from the media must be referred to the President of the Company or to the marketing director.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Frazer Consultants may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Frazer Consultants. Employees may be asked to sign a separate agreement regarding noncompetition and non-solicitation.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the President of the Company or designee.

Outside Employment

Frazer Consultants does not permit outside work or moonlighting that is in direct conflict or competition with Frazer Consultants or interferes with an employee's daily performance. Violation of this policy may result in disciplinary action up to and including termination.

Attendance and Punctuality

Regular attendance and timeliness is very important and has a major impact on our company's ability to provide service to our customers. We recognize that the majority of employees take pride in their attendance and never have to be concerned about absenteeism affecting their overall work performance. We also recognize that there will be occasions when it is necessary to be absent from work.

If an employee begins to develop an ongoing pattern of absences, including habitual tardiness, it is management's responsibility to work with that individual to help improve the situation. Frazer Consultants will comply with all relevant local, state and federal laws on this topic.

If absenteeism and/or tardiness reach a level where coaching, corrective action, or disciplinary measures are necessary, the appropriate response will be determined by weighing the individual circumstances in each case. Factors that will be considered include:

- Current and prior attendance patterns
- Length of service
- Extenuating circumstances such as illness or injury
- Impact of absenteeism/tardiness on job performance and the efficient functioning of the work unit

An employee who is absent for three consecutive working days without providing notice is considered to have abandoned the job and voluntarily terminated employment.

Professional Appearance

Although Frazer Consultants maintains a casual work environment, all employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

Frazer Consultants is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones and email in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a discriminatory, harassing or pornographic nature.
- Internet, company-provided equipment and services may not be used for engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives.
- Employees should not open suspicious emails, pop-ups or downloads in order to reduce the release of viruses or to contain viruses immediately.
- Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the company.

All company-supplied technology and company-related work records belong to the company and not to the employee. Frazer Consultants may monitor the use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment. If either the employee or the employer ends the employment relationship for any reason, it is the employee's responsibility to ensure that all company-related work records are shared with the appropriate parties to ensure continuation of business productivity.

Social Media – Acceptable Use

Below are guidelines for social media use all Frazer Consultants employees are expected to adhere to:

- Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.
- Employees may not post obscenities, slurs or other harassing language that would violate Frazer Consultants' other policies, including its anti-harassment policy.
- When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, "The opinions expressed on this site are my own and do not necessarily represent the views of Frazer Consultants."

Frazer Consultants may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Solicitations, Distributions and Posting of Materials

Frazer Consultants prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Frazer Consultants management and company-sponsored programs related to Frazer Consultants' products and services.

Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.

Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company property except for official company business.

Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.

Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event.

Violations of this policy should be reported to the President of the Company or designee.

Employee Personnel Files and Employment References

Employee files are maintained by the President of the Company and are considered confidential. Managers and employees may only have access to personnel file information on a need-to-know basis. A manager considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon written request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in designated areas only and may not be taken outside of these spaces.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

No employee may respond to any request for information concerning a former or present employee. All calls or requests (whether written or oral) are to be referred to the President or designee, who have the authority to confirm dates of employment and positions held. Specific information regarding compensation will only be released when the request is in writing and accompanied by a written authorization from the employee or former employee.

Employee Handbook Signature Page

Revisions to Handbook

Frazer Consultants reserves the right to amend, modify, add or delete from these policies at any time, as determined appropriate by the company. To the extent practical, advance notice of any substantive change of these policies will be given. If you have questions regarding any of these policies, or any employment-related issues or concerns not covered in this handbook, it is your responsibility to consult with your manager or the President of the Company.

This page should be read, signed and sent to the President or designee.

Handbook Receipt

This handbook describes the benefits available to and expectations of employees of Frazer Consultants. Within these pages you will find the guidelines essential to conduct our business.

This handbook supersedes any previous handbook you may have received. This handbook is for your information and guidance. This handbook is not a contract for employment and does not change the at-will nature of your employment. Further, not all subjects regarding employee-employer relations are included here. Rather, we sought to provide you with a clear and concise reference book to guide you during your employment with us. Continued employment is subject to the business needs of Frazer Consultants and the company's determination of satisfactory individual performance. Employment may be suspended or terminated at any time, with or without cause.

I hereby acknowledge that I have received, read and understand the employee handbook. I understand that it is my responsibility to read and comply with the policies contained in the Frazer Consultants Employee Handbook and any revisions made to it.

Employee Signature

Date

Employee Printed Name