



April 1, 2019

Corporate Employee Handbook

**DISCLAIMER OF EXPRESS OR IMPLIED CONTRACT OF
EMPLOYMENT**

THIS EMPLOYEE HANDBOOK IS PROVIDED AS A GUIDE AND DOES NOT CREATE EITHER AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OF ANY SPECIFIC DURATION.

I UNDERSTAND THAT EMPLOYMENT AT-WILL MEANS THAT EITHER THE COMPANY OR I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME AND FOR ANY REASON NOT OTHERWISE PROHIBITED BY LAW.

Employee Signature

Date

Name Printed

(Note: This page is to remain in the Employee Handbook.)

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WELCOME!

Founded in 1992, NGEN, LLC, is one of the most experienced technology consulting firms in the Metropolitan, DC region providing IT management, and online technology services. As a provider of technology services to small and mid-sized organizations, NGEN LLC's focus lies in the design, implementation and ongoing support of computer and voice networks. Additionally, we offer our clients higher-level consulting services in the fields of cloud technology, network security, relocation planning, long-term IT planning and disaster recovery.

Based in Lanham, Maryland, NGEN, LLC has helped hundreds of organizations keep their networks running smoothly and efficiently by taking an "umbrella" approach to managing their systems. In addition to direct management of the systems we design, we also serve as a liaison between the client and all other related vendors such as ISPs, local and long distance providers, software/web developers and specialized consultants.

We have become successful by establishing long-term relationships with our clients, helping them streamline their operations over several years through the use of technology. Being business people ourselves, we understand many of the challenges facing small companies and non-profits in the rapidly changing technology landscape.

For more than 25 years NGEN, LLC's primary business focus was private sector clientele. NGEN, LLC has now begun its expansion into the local, state and federal IT markets, making this an exciting time to become part of the NGEN, LLC team.

We welcome you and look forward to working with you!

Key contact information for NGEN, LLC is as follows:

4640 Forbes Boulevard, Suite 201
Lanham, Maryland 20706

Phone – (301) 531-9700
Fax – (301) 531-9722
admin@ngen.com
www.ngen.com

Dear Employee,

We are excited to have you as part of our Company. NGEN, LLC is committed to quality work and superior client service in all aspects of our business. We value our Employees and encourage them to make productive suggestions. We want you to succeed at your job.

This Employee Manual, inclusive of an Acknowledgement Form, sets forth the general administrative policies, goals, and benefits of NGEN, LLC and replaces and supersedes any prior manual(s). The contents of this Manual are confidential and are not to be distributed to or shown to anyone outside the Company. This Manual remains the property of NGEN, LLC and must be returned upon request.

You should use this Manual as a reference as you pursue your career with us. Each of the policies may be unilaterally amended by NGEN, LLC at any time, with or without notice. NGEN, LLC also reserves the right to deviate from the policies herein at our sole discretion. When there is a change in a policy we will update this Manual as soon as possible. Feel free to discuss with us any questions you may have about this Manual or about your employment with us.

To your success at NGEN, LLC,

Sincerely,

Terry Speigner
President

INTRODUCTION

INTRODUCTION TO HANDBOOK

This handbook was developed to provide you with guidelines to our Company policies and to outline programs and benefits available to you. You should familiarize yourself with the contents as soon as possible so you will know what is expected of you and what you can expect from our organization.

This Employee Handbook replaces all previous NGEN, LLC handbooks, policies and memoranda. Failure to follow any of the policies in this handbook may result in disciplinary action, up to and including, termination of employment.

NGEN, LLC has outsourced its **Human Resources** functions to **Insuraty Inc.** This means that NGEN, LLC handles the day-to-day activities related to its core business. Insuraty handles the administrative responsibilities such as payroll processing, benefits administration, and supports the Company in many **Human Resources** matters.

You should have already signed an Employment Agreement outlining your employment relationship with NGEN LLC. Contact your supervisor or Human Resources if you have any questions.

We hope that your experience with us will be challenging, enjoyable and rewarding. Again, welcome!

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

NGEN, LLC provides equal employment opportunities to all Employees and applicants in all Company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AT-WILL EMPLOYMENT

Your employment with NGEN, LLC is at-will which means that you or NGEN, LLC may terminate your employment at any time for any lawful reason unless a written employment agreement exists with NGEN, LLC that provides otherwise. Your employment with NGEN is at-will regardless of whether you have a written employment agreement with NGEN, LLC.

NGEN, LLC has the right to transfer, demote, or otherwise discipline an employee at any time for any lawful reason. For an employment agreement with NGEN, LLC to be considered valid, it must be signed by the President & CEO.

This handbook is not a contract guaranteeing employment for any specific duration. As provided in the Handbook Acknowledgement, nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook replaces any and all prior handbooks, written documents (with the exception of authorized employment agreements) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

ACCOMMODATION OF DISABILITIES

NGEN, LLC is committed to making every reasonable effort to accommodate an employee's disability. An accommodation may be provided as long as the employee can perform the essential duties of the job, and it does not create an undue hardship for the Company. A reasonable accommodation may include changes in the work environment or in the way a job is performed, so that a person with a disability may enjoy equal employment opportunities.

This would also apply for employees with a temporary disability or physical condition. For example, under this policy, if an employee were pregnant and requested a reasonable accommodation for the duration of or any part of their pregnancy, we would explore all possible means of providing the reasonable accommodation. This would also apply to an employee who may request accommodations for a temporary physical condition as a result of injury, surgery, etc. Accommodations depend upon the employee's job qualifications and the specific facts and circumstances of each individual situation. A doctor's note may be required.

Please inform your supervisor if you require an accommodation, so the Company can have an interactive discussion with you. Your supervisor will work with you to determine if there is a need for an adjustment or change at work to accommodate your disability.

IMMIGRATION LAW COMPLIANCE

NGEN, LLC is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

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

Your employment may be terminated if at any time you cannot comply with laws requiring you to verify your right to work in the United States.

BACKGROUND CHECKS

NGEN, LLC may conduct annual job-related credit, prior employment, education, background checks on current Employees in certain positions, unless prohibited by law. Continued employment is dependent upon consent to and the results of the background checks.

CHANGE IN POLICY

The Company may change, revoke or supplement the policies in this handbook at any time without notice. The Company will determine the effective date of any changes and every effort will be made to notify you in advance. However, failure to give advance notice will not void any policy's application in the workplace.

Only the company President or his officially designated representative has the authority to make changes to the policies in this handbook. If you have questions about any policy or procedure, contact your supervisor for clarification.

PERSONNEL FILES

NGEN, LLC maintains a personnel file on each employee. Contact **Human Resources** to request a review of your Company personnel file.

To ensure that your personnel file is up-to-date at all times, notify your supervisor or **Human Resources** of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, scholastic achievements, or the individuals to notify in case of an emergency. Additionally, any change in status should be reported to **Human Resources** to update your file.

TRANSFERS

NGEN, LLC may transfer Employees to other departments and/or positions in order to provide opportunities which will benefit the individual and the Company.

Generally, Employees who have completed at least one year of active service with the Company, have been in their current position for at least six months and are performing in a satisfactory manner meet the preliminary eligibility for transfer consideration. Any corrective action for conduct or performance within the most recent twelve months may result in loss of transfer eligibility. In some circumstances, consideration may be given to transfer an employee to a better suited position. If you are eligible and interested in being considered for an available position, submit your request for transfer consideration in writing.

EMPLOYMENT REFERENCES

Requests for employment verification, on current or former Employees (loans, housing applications, etc.), will be handled by **Human Resources** at 301-249-9554, ext. 102. **Human Resources** will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by resignation, retirement, reduction in work or workforce, poor performance or other reasons.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about NGEN, LLC. During the exit interview, you can provide insights into areas for improvement for the Company and your specific position.

Return of Company Property

Any property issued to you by the Company such as software, computer equipment, databases, files, cell phone, pager, keys, parking passes, credit card(s) or any other equipment must be returned at the time of termination. You will be held financially responsible for any lost or damaged items and may be required to pay replacement cost for lost keys, key fobs, etc. Additionally, upon termination of employment with NGEN, employees are required to acknowledge that they have deleted all NGEN information from personal electronic devices including personal computers/laptops, cell phones, tablets, etc.

EMPLOYEE CONDUCT

ABSENTEEISM AND TARDINESS

Regular attendance is important to the smooth operation of NGEN, LLC. If you are late or absent, it places a burden on other Employees and may impact productivity, customer satisfaction and team morale.

You are expected to be reliable and punctual by reporting to work on time and as scheduled. If you know that you will be absent or late arriving for work, directly notify your supervisor and Service Coordinator as soon as possible. In most circumstances, you should notify your supervisor within the first 30 minutes of your work shift each day of your absence, unless you have been granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately. Ideally, you should make notification of your absence BEFORE the start of your shift.

If you are absent for more than two consecutive work days due to personal illness, you may be required to provide a statement from your healthcare provider before you will be permitted to return to work. Failure to properly report your absences may result in disciplinary action, up to and including termination.

ATTENDANCE AND PUNCTUALITY

NGEN, LLC believes that a good record of attendance and punctuality is an essential component of good work performance. You are expected to be at your designated workstation or offsite location, dressed appropriately and ready to work, by your scheduled start time. All time off, except for sick leave, must be requested in advance and should be submitted as outlined below.

All notifications of planned absence (vacation, appointments, etc.) must be submitted via Autotask, AND to Service Coordinator and your supervisor via email. If, for any reason, you know you are unable to report for work on time, or are unable to remain at work until the end of your shift or normal work day, you must notify your supervisor directly or via phone call as soon as possible and/or before your regular start time. Unscheduled absences are NOT to be reported via text message or email.

Telecommuting (working from home) must be approved by your supervisor in advance, and ONLY as needed. At no time is it acceptable to substitute telecommuting for an expected client site visit without the prior written approval (email is acceptable) of client and NGEN, LLC management.

Excessive absences may result in disciplinary action, up to and including termination.

ANTI-HARASSMENT

NGEN, LLC is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All Employees, including supervisors, co-workers, vendors, contactors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, NGEN, LLC will promptly take any necessary and appropriate disciplinary action.

NGEN, LLC will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. Submission to such conduct is an explicit or implicit term or condition of employment;
 - b. Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Complaint Procedure

NGEN, LLC provides you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware his or her conduct is offensive and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or **Human Resources**. We cannot resolve a harassment or discrimination problem, unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should

include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

Confidentiality

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

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved Employees, including the alleged harasser, and any Employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, NGEN, LLC **Human Resources** will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of this policy. NGEN, LLC Human Resources may address any workplace issue discovered during an investigation. This may include some or all of the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, NGEN, LLC **Human Resources** will take appropriate action to stop the conduct.

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

Duties of Employees and Supervisors

All Employees of the Company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The Company strives to maintain a pleasant work environment where all Employees are able to effectively perform their work without interference of any type and requests the assistance of all Employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of

harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, Company owner) should act promptly to notify **Human Resources** so an investigation may promptly proceed. The Company may discipline any managers or supervisors who fail to follow this policy, which may include termination of employment.

GUIDELINES FOR APPROPRIATE CONDUCT

In order to conduct the operations of NGEN, LLC efficiently and professionally, all Employees are to follow the rules of conduct that will protect the interests and safety of all Employees and the Company. All Employees are expected to act in a professional manner at all times including during interactions with customers, co-workers, management and the general public.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other Company records;
- Violating the Anti-Harassment policy;
- Violating certain state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from customers or clients;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on Company property without authorization, in violation of policy or while on duty;
- Using the company's property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Negligent damage of property;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;
- Committing theft or unauthorized possession of Company property or the property of fellow Employees; possessing or removing any Company property, including documents, from the premises without prior permission from management; using Company equipment or property for personal reasons without proper authorization; using Company equipment for profit;
- Giving confidential or proprietary information to competitors or other organizations, or to unauthorized Employees; working for a competing business while an employee of the Company; breaking confidentiality of personal information;
- Engaging in abusive conduct, or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating;
- Engaging in malicious acts such as gossip and/or rumors, derogatory remarks, insults, epithets; engaging in behavior which creates discord and lack of harmony;

- Interfering with another employee on the job, restricting work output or encouraging others to do the same, unwarranted sabotage or undermining another's work;
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of Employees who are on working time.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, Employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the Company may terminate the employee's employment.

Depending on the specific circumstances, the Company may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

DRUG-FREE WORKPLACE

NGEN, LLC is committed to protecting the safety, health and well-being of all Employees, customers, clients, and vendors in our workplace. "Workplace" includes Company property, any company-sponsored activity or any other site where you are performing work or representing the Company.

The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines.

All Employees are expected to contribute to maintaining a drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs in the workplace. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy.

As a condition of continued employment, all Employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact **Human Resources** for information about the availability of treatment programs such as assistance provided by NGEN LLC's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

CONFIDENTIALITY OF BUSINESS INFORMATION

NGEN, LLC is committed to protecting the confidentiality of information that we handle for our clients or customers. The general business affairs of our customers and clients should not be discussed with anyone outside the organization except as required in the normal course of business. Confidential information regarding our business includes, but is not limited to, inventions, discoveries, improvements, processes, formulas, software, apparatus, equipment, methods, trade secrets, research, secret data, or cost or purchases of Client's products or services should not be disclosed to any party without the appropriate consent of NGEN, LLC.

This policy is intended to protect confidential business information, and not to restrict Employees from discussing their wages, hours, and other terms and conditions of employment as protected by law.

If you receive an inquiry requesting verification of employment for current or former Employees, refer the caller to Human Resources at 301-249-9554 ext. 103.

CONFLICT OF INTEREST

In all situations, you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any activity, practice or conduct which conflicts, or appears to conflict, with the interests of the Company, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with NGEN, LLC.

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

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

Employees should not solicit or accept a promise of future employment or any gift, loan, gratuity, reward or anything else of monetary value that might appear to influence your judgment or create a conflict in the performance of your job. You may accept occasional

unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence your judgment or conduct. Contact your supervisor for guidance as needed.

ETHICS

NGEN, LLC is committed to providing a work environment governed by the highest ethical and legal standards. In all situations you are expected to conduct your activities with integrity, ethically and in accordance with applicable laws and regulations.

Part of maintaining an ethical workplace is providing Employees the opportunity to provide honest feedback. The Company will not tolerate retaliation of any kind against an employee who reports in good faith a violation of law or of this policy.

NGEN, LLC encourages you to report any actual or potential violations of applicable laws or regulations and any unethical, dishonest or improper conduct to your supervisor, the president/CEO or NGEN, LLC's Human Resources Department. If you are uncertain as to whether there are any laws or regulations that may impact your work, you are responsible for requesting guidance from your supervisor or NGEN, LLC's Human Resources Department.

TOBACCO-FREE WORKPLACE

NGEN, LLC is committed to providing all Employees with a safe and healthy work environment. All Company premises are smoke-free, unless clearly marked otherwise. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco, as well as the chewing of tobacco, is not allowed anywhere inside the building. Employees are expected to use the outdoor waste disposal receptacles for smoking products. Those who choose to go outside the building for a smoke break are limited to two (2) ten (10) minute breaks per day.

OUTSIDE EMPLOYMENT

You may hold outside employment so long as you meet the performance standards of your job with NGEN, LLC. You will be evaluated by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

Any outside employment that appears to conflict with or compromises the interests of the Company is not permitted. Employees also may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs with the Company.

VIOLENCE IN THE WORKPLACE

NGEN, LLC is committed to providing a safe workplace for Employees, customers, vendors, volunteers, independent contractors and others with whom we do business. The Company has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional or veiled threat of harm to any employee, guest or Company property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All Employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor, a management member or Human Resources. You must assume that any threat is serious. The Company will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

NGEN, LLC will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person and/or property while on Company premises or while engaged in Company business off the premises.

WEAPONS

NGEN, LLC strives to provide a safe and secure workplace for Employees, clients, customers and visitors. The Company has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on Company property or conducting Company business. For purposes of this policy, Company property includes, but is not limited to, all Company and client facilities, company-provided vehicles and equipment that are either leased or owned by the Company or a Company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, NGEN, LLC reserves the right to request inspections of any employee and their personal effects while on Company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle and hidden from plain view.

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

WHISTLEBLOWER

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

Examples of illegal or dishonest activities include but are not limited to, violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, you are to contact your immediate supervisor or the NGEN, LLC President. Employees are expected to exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action, up to and including termination of employment.

Whistleblower protections are provided in two important areas -- confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Additionally, NGEN, LLC does not condone retaliation of any kind. A whistleblower who believes he/she has been retaliated against must contact NGEN, LLC's President immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the supervisor and/or the Company President who is responsible for investigating and coordinating any corrective action needed.

If you have questions regarding this policy, contact the NGEN, LLC Human Resources representative or Company President.

HOURS AND COMPENSATION

HOURS OF OPERATION

Normal operating hours for NGEN, LLC's main office are 8:30 am to 5:00 pm, Monday through Friday. Employee's work hours may vary depending upon position and work requirements. If applicable, your supervisor will provide direction for lunch and rest breaks in order to facilitate the smooth flow of business and to maintain an adequate number of staff.

Give your supervisor as much advance notice as possible for any schedule changes.

DIRECT PAYROLL DEPOSIT

NGEN, LLC offers direct payroll deposit and/or direct deposit debit cards to all Employees. Direct payroll deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. It promotes safe, confidential, convenient and fast payments and reimbursements. You have the freedom to change your deposit selections at any time.

ERROR IN PAY

NGEN, LLC **Human Resources** will make every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

You should review your paycheck when received and, if you believe an error has been made, contact your supervisor and **Human Resources** immediately. All necessary steps will be taken to research the problem and to assure that any necessary correction is promptly made.

TIMEKEEPING

Accurately reporting time worked is the responsibility of every employee in order for NGEN, LLC to calculate employee pay and benefits.

NGEN, LLC corporate employees use an electronic timekeeping system for payroll records and to track billable time. All employees must timely and accurately record daily work start and end times, meal breaks, PTO used, and work performed, according to Company timekeeping directives and procedures. Any employee misrepresenting actual working hours or falsifying information in the timekeeping system will be subject to disciplinary action, up to and including termination of employment.

EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt Employees are paid on a salary basis and, in general, must be paid their full salary for any week they perform work; however, their weekly salary may be reduced only in the following circumstances:

- Employees who are absent for at least a full day because of personal reasons, sickness or disability will not be paid for that day unless they have accrued paid time off under the NGEN, LLC paid time off, vacation, sickness or disability policy and the absence qualifies for pay under the policy.
- Employees who are absent from work for jury duty or attendance as a witness, or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay.
- Employees who work less than 40 hours during their first and/or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
- Employees may be suspended without pay for certain types of workplace misconduct, but only in full day increments. This refers to suspensions imposed according to a written policy applicable to all Employees regarding serious misconduct, including, but not limited to, workplace harassment, violence, drug and alcohol violations, legal violations, etc. The possibility of unpaid suspensions is included into all similar policies.

This policy is subject to applicable state law regarding reduction of exempt employees' salaries if the state law is more favorable to Employees.

Prohibited Reductions/Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please contact **Human Resources**. No employee will be penalized in any way for making a complaint.

This policy is intended solely to implement Fair Labor Standards Act (FLSA) regulatory requirements, and applicable state law will be applied and modified as necessary in accordance with the requirements, and is not to be considered any type of contract.

OVERTIME FOR NON-EXEMPT EMPLOYEES

Depending on the Company work needs, Non-exempt employees will be required to work overtime when requested to do so. Non-exempt employees will be paid overtime premiums at the applicable federal, state, or local wage rate, whichever is higher, or receive comparable compensatory time. You are responsible for reporting all hours worked, including any approved overtime hours. Compensatory time off must be scheduled in advance, whenever possible, as unexpectedly "calling off" is disruptive to the work environment

It is our policy that no overtime can be worked without the advance, written approval of your supervisor. Failure to obtain approval in advance of working the overtime is a violation of Company policy and you may be subject to disciplinary action.

If, during a workweek, you are away from the job because of an injury, paid holiday, jury or witness duty, sick day or vacation day, those hours not worked will not be counted as hours worked for the purpose of computing overtime pay, even if you receive pay such as sick or vacation pay for such time missed.

Prohibited "Off the Clock" Work

Nonexempt employees are not to work "off the clock" and are required to ensure that all time worked is properly recorded. If you are given directions to perform work "off the clock," you should promptly notify your supervisor. If your supervisor has given you directions to work "off the clock" and/or has told you not to properly record all hours worked, notify **Human Resources**. You will not be penalized in any way for making such a complaint. Non-exempt employees must record exact arrival & departure times, using the established time rounding increments set forth in "Time Rounding Increments" policy.

PAY PRACTICES

For overtime calculations and salary administration, the fixed 7-day "workweek" for NGEN, LLC is the period beginning at 12:01 a.m., Monday and ending at midnight, Sunday. All Employees will be paid semi-monthly on the 15th and end of the month. For paydays falling on a weekend or holiday, you will be paid the prior business day.

If you are absent on payday and someone else is to pick up your check, it will not be released without a signed note from you authorizing the named person to pick it up. The person designated to pick up your check will be asked to produce satisfactory identification; otherwise, your check will not be released.

If your employment ends, you will be paid your final wages in accordance with applicable state law.

ANNIVERSARY DATE

Your service anniversary is determined based on your hire date with NGEN, LLC and generally is the first day you reported to work. Your anniversary date may be used to determine eligibility for certain benefits as described in this Employee Handbook.

LACTATION BREAK

NGEN, LLC will provide a reasonable amount of break time, or amount of time required by state law, to accommodate a female employee's need to express breast milk for the employee's infant child for up to one year following the child's birth, or as required by law. The break time should, if possible, be taken concurrently with other break periods already provided. Employees

should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods. NGEN, LLC will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your supervisor should arrangements for a refrigerator be required.

You should notify your immediate supervisor if you are requesting time to express breast milk under this policy.

OPERATIONS

DRESS CODE

As an employee of NGEN, you must maintain a clean, neat appearance while conducting business. The general daily business attire is Business Casual; however, your attire should be consistent with the type of work you are performing and with safety considerations. Management, sales personnel, and those Employees who come in contact with the public, are expected to dress in accepted business tradition that reflects the professional image NGEN, LLC seeks to project. Good personal grooming and hygiene are also essential and should contribute to a professional appearance.

Every Friday will generally be regarded as “casual Friday”, meaning that relaxed/casual, but neat, attire is acceptable. Casual does not mean sloppy. Ripped, dirty, stretched out, ill fitting, and/or poorly maintained clothing is not acceptable. Flips flops are not acceptable office footwear at any time. Employees who have a client meeting scheduled on a normal NGEN, LLC “casual Friday” are expected to dress in proper business attire as befits the situation.

Employees in violation of dress code may be required to change into proper attire. If employee must return home to change, absence will be charged against accrued leave or will be charged as leave without pay.

Some individuals may have sensitivity or allergic reactions to perfumes, colognes, powders and lotions. If you use these items, use them in moderation and with consideration for those around you.

NGEN, LLC will consider reasonable accommodations to appearance standards for medical and/or religious reasons. Contact your supervisor if you have a request for an accommodation in this area.

DRIVING SAFETY (CELL PHONE USE)

In order to increase employee safety and eliminate unnecessary risks behind the wheel, NGEN, LLC has enacted a Distracted Driving Policy. During business hours and/or while driving on Company related business, Company Employees are expected to abide by all driving laws at all times. Employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading and/or responding to emails, instant messages, and text messages.

COMPANY VEHICLES

Company vehicles are provided to support approved business activities and are to be used only by qualified and authorized Employees. The following guidelines apply to vehicles leased, rented or owned by the company:

- All drivers must have a valid driver's license and be insurable by the company's automobile insurance carrier. Any changes in the status of your driver's license (revocation, suspension, DUI, etc.) must be immediately reported to your supervisor.
- Obey all traffic laws and speed limits; wear seat belts at all times; maintain a safe speed for road, traffic, and weather conditions; do not text and drive, practice defensive driving techniques; report any traffic citations received.
- Keep daily records for all mileage driven using mileage log that is kept in the car.
- Only use a Company vehicle for transportation to approved destinations and not for private use unless arrangements have been made with management in advance.
- Only authorized Employees are permitted to drive or ride in a Company vehicle.
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc. All charge receipts must include: name and address of the vendor, date of purchase, number of gallons purchased, amount paid, and license plate number.
- Alcohol or illegal drugs are not allowed in a Company vehicle at any time.
- Any driver who has been drinking alcoholic beverages or is under the influence of drugs will not be allowed to drive a Company vehicle.
- Maintain and keep Company vehicles clean at all times.
- Report accidents to management immediately, regardless of perceived damage.
- Key must be signed out and in by the responsible employee (the driver).
- The employee who signs the key out is responsible for the vehicle until the key is signed back in.
- Only the employee who signs for key should be the driver. If it becomes necessary to have another employee drive the car before key is returned, responsible employee should notify management of the change so key log can be notated.
- Employee who signed for the key is liable for all fines, tickets and consequences of illegal actions incurred during the time the vehicle is signed out under their name.

Any damage to a Company vehicle caused by employee carelessness or neglect is the responsibility of the employee. In the event of damage, the employee assigned to the vehicle will be responsible for expenses up to the current insurance deductible. Any employee who misuses a Company vehicle or is no longer insurable by the company's insurance carrier may be subject to revocation of use of company vehicle and/or disciplinary action, up to and including termination.

USE OF PERSONAL VEHICLE

Employees who use their personal vehicles for authorized client site visits will be reimbursed based on the standard mileage reimbursement established by the IRS. The mileage reimbursement rate is intended to offset the costs of operating a personal vehicle for business purposes. The costs that are contemplated by the standard mileage rate are standard

maintenance, repairs, taxes, gas, insurance, and registration fees. Essentially the standard mileage rate is intended to cover the expenses that one would report if using the actual car expenses deduction, but the standard mileage reimbursement rate is simply an estimate and may end up being more or even less than your actual expenses.

BUILDING SECURITY

Every employee must follow the building security rules and regulations listed here:

- The office door to the lobby is to be kept locked at all times.
- Keep your building key secure. If your key is lost, please report the loss to the Office Manager or designated company representative immediately.
- NGEN, LLC assumes no risk for any loss or damage to personal property and recommends that all Employees have personal insurance policies covering the loss of personal property left at the office.

- Key cards must be kept secure at all times. The cost to replace lost key cards (determined by the building management company) is the responsibility of the employee to whom it was issued.

INCLEMENT WEATHER

All NGEN, LLC employees are to follow the same directives as Federal Government employees with regard to weather related closings or late openings. Announcements regarding inclement weather can be heard on local radio and TV stations or on the website for the Office of Personnel Management (www.opm.gov) under “current status”. Any decision to modify normal operations is only good for one day, and must be renewed on a day-to-day basis. It is the employee’s responsibility to obtain the most up to date information on closings, late openings, liberal leave, etc.

When NGEN, LLC’s office is closed or subject to a delayed opening due to inclement weather, employees are expected to implement current Company procedures and protocols for working remotely. The Government’s Liberal Leave policy does not apply to NGEN, LLC’s corporate employees.

When the federal government is closed, NGEN employees are expected to telework for the full work day. Engineering staff is expected to be available to take calls and serve clients, and all staff is expected to complete tasks, respond to emails, work on documentation, etc., just as they would on a normal work day. Timesheet should reflect tasks that were performed during the telework day. Employees who prefer NOT to telework during a closure, will be required to take a leave day.

Delayed opening time is designed to give employees extra time to get to their assigned workplace. Any employee who opts to stay home rather than report to work due to a delay, will be required to take a leave day. Teleworking is not an arbitrary option in this situation. Only the

company President can authorize telework in lieu of reporting to work due to a delayed opening.

EMPLOYEE SAFETY AND HEALTH

Our Employees are our most valuable resource, and their safety is most important to us. You are expected to report all job-related injuries or illnesses to your supervisor immediately, regardless of severity. You are also expected to:

- Obey safety rules.
- Follow safe job procedures and not take shortcuts.
- Keep work areas clean and free from slipping or tripping hazards.
- Use prescribed personal protective equipment.
- Report all safety hazards or malfunctions to a supervisor immediately.
- Use care and proper technique when lifting and carrying objects.
- Observe restricted areas and all warning signs.
- Know and follow emergency procedures.
- Report unsafe conditions to supervisors.
- Promptly report every accident and injury to a supervisor and an NGEN, LLC Human Resources representative. Follow the care prescribed by the attending physician when treated for an injury or illness.
- Attend all employee safety meetings.
- Cooperate fully in accident investigations; serve on safety committee or other loss control activities as needed.

If you have reported a safety issue to your supervisor and you feel that the issue has not been appropriately addressed, you should report the issue to Human Resources.

To maintain a safe and healthy workplace, both management and Employees must work diligently to promote safety.

WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and NGEN LLC's **Human Resources** Department. If you or another employee is seriously injured, contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor or NGEN, LLC's **Human Resources** Department immediately of any workplace accident or injury.

The federal law, Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents, which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any

questions or concerns, contact your supervisor or NGEN, LLC's **Human Resources** Department for more information.

Workers' compensation insurance coverage is provided by NGEN LLC's worker's compensation carrier in most states, with the exception of Washington, Wyoming, and North Dakota where coverage is provided by a state fund. Questions regarding workers' compensation insurance coverage should be directed to **Human Resources** at 301-249-9554 ext. 103.

USE OF COMPANY PROPERTY

Employees may only use Company property, equipment and reference materials for NGEN, LLC business purposes. Company equipment (including, but not limited to, computers, printers, fax machines, etc.) assigned to Employees is the property of the Company and may not be removed from the building without first obtaining written permission from your supervisor. You are expected to take proper precautions concerning the equipment, reference material and/or property you are assigned to use. Any equipment that is malfunctioning should be reported immediately to your supervisor.

VISITORS

Visitors are permitted on Company premises if approved by management. Prior approval is necessary to protect our property, safeguard employee welfare, and reduce potential distractions. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized person in the workplace, notify your supervisor immediately.

COMMUNICATIONS

COMPLAINT RESOLUTION PROCEDURE

NGEN, LLC is committed to providing a comfortable and productive work environment for Employees. It is important that your concerns are resolved in a timely manner in an atmosphere of open communication and mutual respect. You are encouraged to follow the process below for bringing concerns to management for resolution. Employees will not be penalized for taking advantage of this procedure.

First, discuss the problem with your supervisor. If you do not believe a discussion with your supervisor is appropriate, request a meeting with the NGEN, LLC **Human Resources**. In an effort to resolve the problem, **Human Resources** will consider the facts and may conduct an investigation.

Additionally, the Anti-Harassment Policy in this handbook outlines procedures for Employees to report complaints of harassment and discrimination.

INTERNET CODE OF CONDUCT

Access to the Internet has been provided to Employees for the benefit of the organization. It is your responsibility to use the Internet in a productive manner. The following guidelines have been established for using the Internet.

Acceptable Use of the Internet

You should use the Internet in an effective, ethical and lawful manner. You may use the Instant Messaging Systems and Internet Forums to conduct official Company business or to gain technical or analytical advice. Databases may be accessed for information as needed. Email may be used for business contacts.

Unacceptable Use of the Internet

It is strictly prohibited for employees to use the Internet connectivity provided by NGEN, LLC for personal gain while working for NGEN, LLC. Use of the Internet while on Company time must not interfere with your productivity or disrupt the operations of the Company network or the network of other users. Except during approved break times, watching TV, posting on social networks (Facebook, etc.), and surfing the web for personal reasons is prohibited, whether on Company computers or personal electronic devices (cell phones, iPads, etc.). Employees are allowed to listen to music as long as it doesn't interfere with productivity or communication with staff or clients, and doesn't disturb others. Ear buds may only be used if other office staff can still communicate effectively with the employee.

Communications

You are responsible for the content of all text, audio or images that you place or send over the Internet including, but not limited to, any Web-based sites or programs utilized through the Company. Employees are prohibited from posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that disparages the Company, or its clients, Employees, or vendors; or that may constitute harassment or bullying. Examples of this conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Except to the extent that you are discussing your wages, hours, or terms and conditions of employment, the following guidelines apply: All messages communicated on the Internet should have your name attached to them if they mention or refer to NGEN, LLC in any way. No messages regarding or relating to the Company are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the company's business.

Software and Copyright Issues

NGEN, LLC intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the Company. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Company, up to and including immediate termination or legal action by the copyright owner.

Confidentiality and Passwords

While our systems may accommodate the use of passwords for Company security, you should not expect confidentiality of your files at work. NGEN, LLC reserves the right to access your Internet use and messages at any time, without notice.

Never disclose personal or system passwords to anyone other than authorized Company representatives. You are not to attempt to gain access to another employee's system, including email or voice mail messages.

Security

All messages created, sent or retrieved over the Internet are the property of the Company and are not private. The Company may access and monitor all messages and files on the computer system at any time. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, the Company will advise appropriate legal officials of any illegal violations.

WIRELESS COMMUNICATION DEVICE USE GUIDELINES

Safety Concerns

The Company values its Employees and the safety of others, and expects Employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving, is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing e-mail or text messages. You should take special care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

No Use of Camera Phone

Use of the camera feature on cellular phones or other communication devices presents risks to the Company, potentially compromising customer information, trade secrets, or the privacy of your co-workers. Use of this feature is banned from restrooms, locker rooms, laboratories, manufacturing areas, etc. Employees may listen to music while working as long as it does not interfere with getting work done, serving clients, or being aware of what is going on around you. Music should never be so loud that employee doesn't hear the phone, doorbell, or someone speaking to them.

EMPLOYEE BENEFITS

HOLIDAYS

Regular full-time Employees are eligible for paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week.

NGEN, LLC observes the following holidays each year:

New Year's Day	Thanksgiving
Martin Luther King	Day after Thanksgiving
Presidents	Christmas Eve
Memorial Day	Christmas Day
Independence Day	
Labor Day	

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

PAID TIME OFF (PTO)

PTO is provided by NGEN, LLC for eligible Employees to be away from work due to vacation, illness or other personal requirements. All full-time, regular Employees will begin PTO accrual as of their hire date, which may be used upon the completion of 30 days of employment.

PTO accrues per pay cycle. PTO accrues on a pro rata basis so that, for example, Employees who have been employed for one week have accrued 1/52 of their annual accrual. Employees will not earn PTO while on any type of leave of absence.

Pay rate for PTO days will be based on the employee's regular salary and pay cycle and on actual straight time hours worked. Overtime hours worked is not included when calculating PTO accrual. PTO days are not considered hours worked when calculating overtime hours. Corporate employees will earn PTO according to the following schedule:

0-1 Year (4 hrs per pay period)	12 Days (96 hours)
1 Year (5 hrs per pay period)	15 Days (120 hours)
3 Years (5.66 hrs per pay period)	17 Days (136 hours)
5 Years (6.66 hrs per pay period)	20 Days (160 hours)

NGEN LLC.

7 Years (7.33 hrs per pay period)	22 Days (176 hours)
10 Years and up (8.33 hrs per pay period)	25 Days (200 hours)

In the event that available PTO is not used by the end of the anniversary year, Employee may carry over a maximum of 40 hours of unused time into the next anniversary year. Any additional unused leave in excess of 40 hours will be forfeited. Negative leave balance at the end of the year will be deducted from the next year’s accrual.

Employees classified as exempt may take time off in 1 hour increments. Nonexempt Employees should record their time off in time increments to the quarter hour, (for example, 1.0 hours, 1.25 hours, 1.5 hours, 1.75 hours). So that the Company may schedule work and plan for business requirements, Employees should give as much notice as possible when scheduling time off but a minimum of two weeks’ notice is requested. Although every effort will be made to approve PTO requests, occasionally, a PTO request may be denied due to scheduling conflicts, needs of the company, etc.

If there are conflicting PTO requests, preference generally will be given to the employee who made their request first but other factors will also be considered. In the event of conflicting “prime time” requests (i.e.: major holiday or vacation season) preference may be given to an employee who worked that prime time in the previous year. Employees are encouraged NOT to make plane and/or other vacation reservations until PTO has been approved, in writing. NGEN, LLC will not be liable for the cost of such expenses if employee did not get prior written approval for time off.

If planned, approved PTO has to be canceled due to the needs of the Company and Employee is unable to reschedule the time off within the accrual year, the Company reserves the option of paying Employee for the canceled PTO hours. The PTO cancellation reserves the option of paying employee for the canceled PTO hours or allowing them to be carried over into the next calendar year. The PTO cancellation MUST be in writing and signed by the company President to be eligible for consideration.

An employee’s failure to effectively schedule PTO throughout their accrual year is not subject to the same consideration. Employees are responsible for planning the use of their PTO to avoid accumulating a stockpile of unused PTO at the end of their accrual year, which is subject to forfeiture. Failure to effectively schedule PTO does not obligate the Company to either pay for unused PTO that cannot be carried over, or grant an extended, unplanned vacation to allow the hours to be used all at once. It is the employee’s responsibility to allocate the use of their PTO throughout the year in order to avoid unnecessary forfeiture.

Upon separation of employment, employees who have used PTO hours that have not yet accrued must sign a document agreeing to repay any such amounts. Employees will be required to complete an authorization form to allow deductions from their final paycheck. Any employee who does not wish to sign such an authorization is not required to do so; however this would preclude that employee from being able to use unaccrued PTO which would result in a negative PTO balance.

Subject to applicable state laws, employees who have accrued but unused PTO will **NOT** be paid for this time upon separation of employment. Employees cannot use accrued leave once a notice of resignation is given.

LEAVE OF ABSENCE

Additional leave of absence policies for the states of Maryland, Ohio, Virginia, and District of Columbia, see addendum.

PERSONAL LEAVE OF ABSENCE

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

Requests for a leave of absence or any extension of a leave should be submitted in writing to your supervisor at least 30 days prior to commencement of the leave period or as soon as is practicable. Your supervisor will forward the request to the appropriate manager recommending approval or denial. Management will make the final decision concerning the request. While on approved leave, you are expected to report any change of status in your need for leave or your intention to return to work.

You may be required to use all accrued paid time off while on leave before going on unpaid leave. For information on health care coverage during a leave of absence, refer to the Continuation of Benefits policy. Benefits that accrue according to length of service, such as paid time off, holiday, and sick days, do not accrue during periods of leave.

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

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

BEREAVEMENT LEAVE

Full-time regular Employees may take up to 3 days of paid leave for the death of a spouse, registered domestic partner, civil union relationship, child, parent, sibling or comparable step-relation, and up to one day for the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law. Paid Bereavement Leave can be used in conjunction with employee's accrued time off. If additional time off is needed beyond the scope of employee's paid leave assets, additional unpaid time off may be requested.

Employees may request time off to attend the funeral of non-immediate family members in accordance with NGEN, LLC's normal time off policies. Contact your supervisor as soon as reasonable to request time off for bereavement leave.

JURY DUTY AND WITNESS LEAVE

If you are summoned to jury duty, NGEN, LLC will continue your pay for a maximum of five business days, in accordance with FLSA and other laws, when applicable, minus any amount paid to employee by the court system for serving. If you are selected to serve on a trial, you must notify your supervisor as soon as you know that your jury duty will be extended. If you must appear in court as a witness, you may either use personal leave or take unpaid time off.

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

MILITARY LEAVE OF ABSENCE

A leave of absence without pay for military or reserve duty or National Guard training will be granted to Employees. The employee should submit copies of military orders to his or her supervisor as soon as possible. The employee may use any accrued but unused vacation time or paid time off. Exempt Employees who perform any work in a week in which they also have military duty will be paid their full salary for that week minus an offset for the military pay for the week. Eligibility for reinstatement following a military leave of absence will be determined in accordance with applicable federal and state laws.

VOTING LEAVE

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If your polling location will not be open outside of work hours, you may take up to two hours of unpaid time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

MATERNITY/PATERNITY LEAVE

By law, NGEN, LLC employees are allowed to use all accrued sick, personal and/or vacation leave toward maternity/paternity leave. In addition, regular full-time employees shall be entitled to two weeks paid maternity/paternity leave upon the birth or adoption of a child. Time off should be coordinated with the Human Resources Department and your immediate supervisor. Such paid time off does not accrue or have any cash value. Additional unpaid time off may be allowed under unusual circumstances and with the permission of your supervisor.

CONTINUATION OF BENEFITS

All active, full-time Employees covered by NGEN LLC's Group Health Plan or the Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits, which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact Human Resources at 301-249-9554 ext. 103 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact Human Resources at 301-249-9554 ext. 103.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

MARYLAND SPECIFIC POLICIES

EMERGENCY RESPONDER LEAVE

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

VOTING LEAVE

Employees are encouraged to fulfill their civic responsibility by voting in local, state and national elections. If your polling location will not be open outside of work hours, you may take up to 2 hours of paid time off to vote. You are required to provide reasonable notice to your supervisor, and evidence of voting may be required.

OHIO SPECIFIC POLICIES

CRIME VICTIM LEAVE

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

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. NGEN, LLC will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

EMERGENCY RESPONDER LEAVE

NGEN, LLC provides unpaid leave for employees who perform emergency duty as a member of a volunteer fire department, or volunteer provider of emergency medical services. If you are participating as one of these emergency responders, notify your supervisor so the company may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, inform your supervisor before doing so, when possible. Upon conclusion of emergency duty, you may be required to provide documentation to support your absence. NGEN, LLC will comply with additional requirements under state law.

VIRGINIA SPECIFIC POLICIES

CRIME VICTIM LEAVE

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

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. NGEN, LLC, will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

D.C. SPECIFIC POLICIES

CRIME VICTIM LEAVE

An employee who is the victim of or who is the family member of a victim of stalking, domestic violence, or sexual abuse is eligible to take leave to appear at court or other legal or investigative proceedings associated with the crime or to obtain counseling associated with being a crime victim and/or take other actions to enhance the physical, psychological, or economic health or safety of themselves or their family members, associates, or co-workers. Employees will be provided 1 hour of paid sick time for every 37 hours worked up to a maximum of 7 days of paid leave per year.

An employee taking leave must use all accrued paid time off, vacation and/or personal time before continuing leave on an unpaid basis. You must provide documentation supporting your need for leave. NGEN, LLC will maintain the confidentiality, to the extent possible, of any written documents or records submitted and the fact that leave has been requested.

SCHOOL ACTIVITIES LEAVE

Since school events sometimes occur during working hours, NGEN, LLC, recognizes the challenge for working parents, legal guardians or custodians to fully participate in their children's education and school activities. Therefore, you are permitted to take time off work up to a total of 24 hours per year to:

- Attend parent teacher conferences;
- Attend school-related activities;
- Volunteer or otherwise be involved;
- Attend school sponsored events; or
- Respond to an emergency involving the child.

Where possible, you should give written notice at least 5 school days in advance. You may be required to provide written documentation from the school indicating your participation in the school event.

If you are a nonexempt employee taking school activity leave, you may choose to use accrued vacation or paid time off (PTO). However, if no paid leave is available, you may take the time without pay.

HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the Company's Employee Handbook ("the Handbook"), dated April 1, 2019, and understand that violations of the policies contained in the Handbook including, but not limited to, the Anti-Harassment Policy, could result in disciplinary action, up to and including termination.

I understand I must repay the Company any vacation/PTO used but not accrued at the time my employment ends, and I hereby authorize the Company to deduct such amounts from my final paycheck to the extent permitted by law. I also agree that if requested, I will complete a new deduction authorization form to facilitate such deductions.

I further agree and consent to all policies contained herein and understand that the information contained in the Handbook represents guidelines for the Company and that the Company reserves the right to modify the Handbook or amend or terminate any policy, procedure or employee benefit program at any time.

I further understand that the contents of the Handbook do not form a written employment contract for employment for a specific term or duration. My employment with NGEN LLC is at-will unless a duly authorized employment agreement with NGEN, LLC provides otherwise.

I further understand that no manager, supervisor or other representative of the Company, other than the president or vice president, has any authority to change my at-will status or enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be duly authorized and enforceable unless it is in writing and signed by both parties. Notwithstanding the above, I also understand that an agreement made by either the president or vice president of NGEN, LLC is binding.

My signature below certifies that I understand the at-will employment relationship between the Company and myself.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the NGEN, LLC Human Resources representative.

Employee Signature

Date

Print Name

Please sign and return one acknowledgment to your supervisor and retain the other for your records.

NGEN LLC.