 **Kepler**Research

Employee Handbook

FOREWORD

TriNet HR (previously known as Gevity HR) is a Professional Employer Organization (PEO). Kepler Research, Inc. ("Kepler") has selected TriNet HR to provide human resources services including payroll, optional benefits, and other administrative services. This allows Kepler to focus on its core business while providing employees with a broader range of human resource programs including benefits programs. Kepler continues to maintain daily supervision and management of employees.

Kepler and TriNet HR have always emphasized that outstanding people are the key to success. Our strength and future growth depend on the contributions made by you and every individual within our organizations. We are both proud to have you as part of our team. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee handbook will familiarize you with the various aspects of working with us. We encourage you to use it as a valuable resource for understanding TriNet HR and Kepler.

Please be aware that this Employee Handbook only outlines TriNet HR and Kepler's basic policies, procedures, rules, and benefits. It is only intended to provide an overview. Therefore, if you have any questions, please ask your Manager, any member of management, or one of TriNet HR's human resource consultants at 1(800) 243-8489.

This employee handbook is not intended to be a contract, either express or implied, between you and Kepler or between you and TriNet HR. Absent an agreement in writing between you and Kepler your employment with Kepler is at-will. This means that both you and Kepler, and you and TriNet HR enjoy the right to terminate the employment relationship at any time.

Kepler and TriNet HR reserve the right to revise or terminate any or all policies, procedures, or benefits in whole or in part, with or without notice at any time. However, TriNet HR and Kepler will make reasonable efforts to keep you informed of any changes to this Employee Handbook as they occur.

THIS POLICY GUIDE & HANDBOOK IS APPROVED BY:

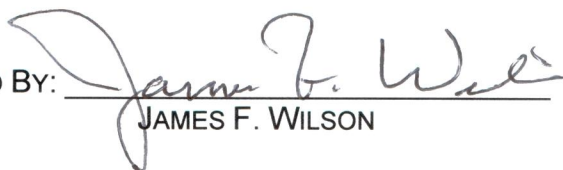

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SECTION I

Introduction

Our policies, practices, and benefits are continuously reviewed, and we expect to change them from time-to-time. We reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. Therefore, you should always check with your Manager for the most current ones. Kepler and TriNet HR reserve the right to revise or terminate any or all policies, procedures, and benefits (if offered to you by Kepler), in whole or in part at any time.

Benefit plans, if offered to you by Kepler, and TriNet HR benefit plans (available if premiums and contributions are paid and if participation and other requirements are met) are defined in legal documents such as insurance contracts, official plan texts, summary plan descriptions, and trust agreements. This means that if you are offered benefits by Kepler or by TriNet HR, and if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents governs, not the informal wording of this handbook. Plan documents, if applicable, are available for your inspection.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor. This handbook replaces and supersedes any and all previous employment related policies and practices.

At-Will Employment

All employees of Kepler and TriNet HR are at-will employees. Absent an agreement between you and Kepler, this means that either you or Kepler, or you and TriNet HR may end the employment relationship at any time, for any or no reason. No person at TriNet HR has the authority to enter into any employment agreement with you. Nowhere in this handbook alters the at-will employment relationship.

Any agreement between you and Kepler regarding your terms and conditions of employment, your compensation, non-competition agreements, or confidentiality agreements are not binding on TriNet HR. TriNet HR will not ratify, adopt, or become subject to any such agreement. However, your rights and obligations under any such agreement will remain intact between you and Kepler.

Employment Applications

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

Open Door Policy

Kepler and TriNet HR welcome open communication between employees and Managers. Kepler provides an Open Door Policy to encourage an exchange of information. Employees are invited to share their concerns and provide input to their Manager at any time.

It is your Manager's responsibility to address any employee concerns and provide appropriate follow up with the employee. If, however, your Manager cannot adequately address your questions or solve your problem, you may contact any other appropriate member of management or an HR Consultant at TriNet HR at 1(800) 243-8489.

Suggestions

If you have any suggestions or ideas that you believe would benefit Kepler or TriNet HR, we encourage you to tell us about them.

We are always looking for suggestions that improve morale, procedures, working conditions, and reduce costs or errors. If you have any suggestions, we encourage you to contact your immediate Manager or any other member of the management team.

Discrimination, Harassment, and Retaliation

Kepler and TriNet HR expressly prohibit discrimination, harassment, and retaliation based on race, color, sex, religion, creed, national origin, disability or perceived disability, age, marital status, or any other protected category.

Conduct that interferes with Kepler, TriNet HR, or an individual's work performance, or creates an intimidating, hostile, or offensive working environment is prohibited. Kepler and TriNet HR will not tolerate any attempts of retaliation against an employee who raises a sincere and valid concern that this policy has been violated.

Kepler and TriNet HR take all allegations of discrimination, harassment, and retaliation very seriously and are firmly committed to ensuring a workplace free of discriminatory activities. Anyone engaging in discrimination, harassment, or retaliation is subject to disciplinary action up to and including discharge.

Harassment Prohibited – Definition

As used in this policy, the term "harassment" refers to conduct relating to a person's race, color, religion, creed, sex, age, national origin, marital status, or disability or perceived disability, which fails to respect the dignity and feelings of the individual. This policy protects and covers the conduct of all employees, vendors, customers, and visitors. Harassment that is forbidden by this policy can take several forms, including but not limited to sexual, racial, color, religious, national origin, disability, or age Harassment.

Sexual Harassment

The definition of Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive environment (and/or) where the individual is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work.

While not exhaustive, the following is a list of some examples of sexual harassment:

Unwanted sexual advances

Offering employment benefits in exchange for sexual favors

Making or threatening reprisals after a negative response to sexual harassment

Visual conduct such as leering, making sexual gestures, displaying or distributing sexually suggestive objects, pictures, cartoons, or posters

Verbal conduct such as making or using sexually derogatory comments, epithets, slurs, or jokes

Verbal sexual advances or propositions

Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations

Physical conduct or threat of physical conduct, such as touching, assault, or impeding or blocking movements

Racial, Color, Religious, National Origin, Disability, or Age Harassment

- This form of harassment can include any verbal, written, or physical act that makes an employee uncomfortable at work or interferes with an employee's ability to perform their job, and is based on race, color, religion, national origin, disability, marital status, or age.

Harassment may take many forms. While it is impossible for Kepler or TriNet HR to provide an exhaustive list, the following is a list of some examples of harassing behavior.

Jokes that refer to race, color, religion, national origin, disability, or age.

Posting or distributing cartoons, drawings, or any other material that negatively reflects a person's race, color, religion, national origin, disability, or age

The use of slurs or other offensive language

Practical jokes, horseplay, or teasing that makes fun of or insults a person's race, color, religion, national origin, disability, or age

Reporting and Investigating Discrimination, Harassment & Retaliation

- In an effort to eliminate all workplace discrimination, harassment, and retaliation, Kepler and TriNet HR, will utilize an internal investigation process to respond to any such complaints. Anyone who believes he or she is being subjected to discrimination, harassment, or retaliation or who has witnessed such conduct must report the conduct as outlined in the following procedure.

Report any discriminatory, harassing, or retaliatory behavior that you experience or witness to immediate Kepler Manager as soon as possible.

If the problem is not addressed in a timely manner, contact the next line of Kepler supervision or call TriNet HR's Human Resources Services Department at 1(800) 243-8489.

If the immediate Kepler Manager is involved, or if you do not feel comfortable talking to the next line of supervision for any reason, you may instead proceed directly to TriNet HR's Human Resources Services Department or any member of Kepler's management with whom you feel comfortable talking to.

A thorough investigation will be conducted and there will be no retaliation against victims or witnesses for participating in the investigation. Anyone who knowingly fails to report an incident of discrimination, harassment, or retaliation may be subject to disciplinary action.

Confidentiality

In cases involving a report of harassment or discrimination, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, Kepler and TriNet HR's duty to investigate and remedy harassment makes absolute confidentiality impossible. Kepler and TriNet HR will try to limit the sharing of confidential information with employees on a "need to know" basis. Employees who assist in an investigation are required to maintain the confidentiality of all information they learn of or provide.

Assurance of Non-Retaliation

Kepler and TriNet HR expressly prohibit retaliation of any kind against anyone for reporting harassment or discrimination. Any such retaliation will not be tolerated and may result in discipline up to and including discharge.

Equal Employment Opportunity

Kepler and TriNet HR provide equal employment opportunities to qualified persons without regard to race, color, creed, sex, sexual orientation, religion, national origin, ancestry, disability, age, marital status, veteran status, political activities, or any other protected category.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgment on each individual's job-related qualifications, capabilities, and potential.

Our policies relate to all phases of employment, including advertising, recruitment, hiring, placement, promotion/demotion, training, transfer, layoff, recall, termination, compensation and rates of pay, employee benefits (if provided to employees), and participation in all employer sponsored employee activities.

Immigration Law Compliance

Kepler employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

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

Kepler will also verify each new employee in E-Verify as applicable.

Standards of Conduct

When groups of people work together, reasonable rules are necessary to conduct an orderly business and make working conditions more pleasant for everyone.

As an employee, it is expected that you will adhere to all policies and practices of Kepler. It is further expected that you will conduct yourself in a professional manner at all times and exhibit the highest level of integrity in performing your job. It is equally important to maintain a positive work environment through good working relationships with our customers, visitors, and your co-workers. This emphasizes our commitment to good customer service. Any violation of these standards of conduct, or other employment policies, or any inappropriate conduct whatsoever may result in immediate discipline up to and including discharge.

Alcohol and Drug Policy

Kepler Research, Inc. is a Drug-Free Workplace and has a zero-tolerance policy. It is the purpose of Kepler Research, Inc. to help provide a safe and drug-free work environment for our clients and our employees.

Kepler Research, Inc. explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company or client premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from company or client premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Kepler's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from company or client premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Kepler's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of Kepler or its clients, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Kepler Research, Inc. will conduct drug testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug testing at any interval determined by Kepler.
- **FOR CAUSE TESTING:** Kepler may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one

who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee refuses to submit to a drug or alcohol test under company policy or if the employee fails to cooperate with the testing procedures, they will be subject to immediate termination.

If an employee is tested for drugs or alcohol under company policy or outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Ethical Standards/Conflict of Interest

Kepler and TriNet HR have excellent reputations for conducting their business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of our reputation and are obligated to uphold our ethical standards in every business activity.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Kepler and TriNet HR recognize and respect your right to engage in activities outside of your employment that are private in nature and do not in any way conflict with or reflect poorly on Kepler or TriNet HR. Management reserves the right, however, to determine when an employee's activities represent a conflict with our interests and to take whatever action is necessary to resolve the situation, including termination of employment.

If you are ever in doubt whether an activity meets our ethical standards, may be a conflict of interest, or compromises Kepler or TriNet HR's reputation, please discuss it with your Kepler Manager.

Please review Kepler's **Ethics Policy**, **Social Media Policy**, and **Posting Information on Publicly Accessible Information Systems Policy** for full guidance.

Workplace Violence

Kepler and TriNet HR have a strong commitment to its employees to provide a safe, healthy, and secure work environment. The possession of weapons or occurrences of violence in the workplace is contrary to our objective and will not be tolerated. Violators may be subject to immediate discharge.

Kepler also expects employees to maintain a high level of productivity. Therefore, employees are to perform their jobs without violence, threats, harassment, or bullying toward any individual. Employees who are involved in a fight and become injured may be denied workers compensation benefits.

Kepler has the right to search any areas on Company premises for weapons, including but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, Company vehicles, and personal vehicles parked on Company premises.

Safety

The health and safety of employees and others on Company property is of utmost concern. It is therefore the policy of Kepler and TriNet HR to strive constantly for the highest possible level of safety in all operations. It is our commitment to comply with all applicable health and safety laws, and to ensure that public and work areas are free of hazardous conditions. Kepler will make every effort to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscious about work-place safety, including proper work methods, reporting potential hazards, and reducing exposure to known hazards.

You should immediately inform your client and/or Manager of any unsafe condition or act that you observe. If you can correct an unsafe condition without possible risk of injury to yourself or others, you should take steps to correct it.

Untidy work areas are one of the primary causes of accidents. It is the responsibility of every employee to keep their work area clean. Your Manager will discuss any specialized safety requirements of your department with you.

You are expected to work safely at all times. If you are injured, however, you are required to report all injuries, no matter how minor, to your Manager immediately.

Reasonable Accommodations

It is recognized that employees may experience either a temporary or permanent impairment, which may impact their ability to perform any, or all of the physical and/or mental requirements of their job duties.

Kepler will consider providing reasonable accommodations for employees which would allow them to continue to perform the essential functions of their position, and which do not impose an undue hardship on Kepler's business.

Any employee having a physical or mental impairment that substantially limits one or more of his or her major life activities and which impacts their ability to perform their job duties, should notify their Manager.

Modified Duty Positions

A modified duty position may be offered to employees that suffer an occupational injury/illness. Employees that are released by their physician to return to work less than full time or with physical work restrictions may be eligible for a modified duty position.

Modified duty positions may be a temporary reassignment to another position within Kepler or, your current position may be reviewed to determine if reasonable accommodations can be made within your work restrictions. Reasonable accommodations may be considered for your current position pursuant to the "Reasonable Accommodations" section of this handbook. Pay will be at the rate of the new job classification if applicable. The Workers Compensation Carrier will contact you if you are entitled to additional wages from them.

Reassignment to Modified Duty or Reasonable Accommodation to your current position will require compliance with the following procedures:

- When you are released to return to work from a work-related injury, you must call your Workers Compensation Carrier. You cannot return to work without written authorization from your physician.
- Tell your Manager immediately if you have any difficulty with assigned work. Never do work beyond what your physician has determined is safe for you.
- Reassignment to a modified duty position may require you to change your regular days off or work hours.
- You are required to schedule doctor appointments around your work schedule, whenever possible.

Refusal to participate in the modified duty program, when your physician releases you to work and work is offered, may result in the reduction or discontinuation of wage benefits from Worker's Compensation.

Classification of Employees

The Fair Labor Standards Act has provided rules to employers for determining if an employee is eligible to receive overtime. This determination is based on the employee's job classification/position. Employees are classified as either exempt or non-exempt for the purposes of paying overtime. An exempt employee is not paid overtime and/or does not earn an hourly minimum wage, or both. Non-exempt employees are eligible for overtime for all hours worked over 40 hours per week and must be paid the hourly minimum wage set by federal law.

Employees are classified as full-time, part-time, or temporary. Eligibility for benefits, if offered, is generally based on this full-time, part-time, or temporary status. Your employment status will be determined and communicated to you at the time of hire or job transfer within Kepler. If you have any questions regarding your status, please see your Manager.

Employee Definitions

An employee of Kepler is a person who regularly works for Kepler on a wage or salary basis. Employees will be either exempt or non-exempt. Employees will also be defined as full-time, part-time, or temporary.

Exempt

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

Non-Exempt

Employees whose positions do not meet FLSA criteria and who are paid overtime for hours worked in excess of 40 hours per week.

Full-Time

Employees who are regularly scheduled to work 32 or more hours per week. Generally, they are eligible for the Company's benefit package, subject to the terms, conditions, and limitations of each benefit program. Full-time employees will also be eligible to accrue Paid Time Off (PTO) and be paid for all Federal Holidays.

Part-Time

Employees who are regularly scheduled to work less than 32 hours per week. Part-time employees are not normally eligible for benefits unless approved by the President of Kepler. Part-time employees will not be eligible for paid Holidays or accrued PTO.

Temporary (Full-Time or Part-Time)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company's benefit programs.

Prior approval must be received for any employee (hourly or salary) below management level to work over a normal 40-hour work week. Hourly/non-exempt employees will be paid for overtime. Salary/exempt employees are not eligible for overtime pay (unless Salary/Exempt Employee Paid Overtime circumstances apply). They are expected to adapt to varying requirements and to fulfill the responsibilities assigned to them. The basic salary rates for exempt employees have taken into account some overtime work may be necessary. See Kepler's Timekeeping Policy & Procedures for additional guidance.

Employment Termination

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

Resignation

Voluntary employment termination initiated by an employee. When an employee intends to terminate his/her employment with Kepler, Kepler requests a minimum of at least two (2) week written notice in order to make transition plans with client(s) and/or business operations.

Any employee who terminates employment with Kepler shall return all files, records, keys, and any other materials that are property of Kepler. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Kepler will also be deducted from the employee's final check.

Termination

Involuntary employment termination initiated by Kepler. No severance pay will be received.

Layoff

Involuntary employment termination initiated by Kepler for non-disciplinary reasons.

Accrued vested benefits that are due and payable at termination will be paid (up to specified limits). Some benefits may be continued at the employee's expense, if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

Kepler will pay the employee, in their final check, 80 hours of severance pay.

SECTION II

Leave Types & Guidelines

Paid Time Off (PTO)

PTO is defined as both personal and sick leave combined. There is no separate sick leave account, as seen in government civil service.

Employees are required to schedule anticipated leave well in advance with their Manager's approval. In the case of an unexpected absence, employees are required to notify their Manager as soon as possible of their intention to use leave. The employee and the Manager are jointly responsible for ensuring that employee leave charges do not exceed stated maximums or available balances.

The employee's client Point of Contact (POC) should also be made aware of all scheduled/emergency PTO.

Regular Full-time employees accrue PTO based on years of service according to the following:

- Years 0-2 – 120 hours a year (15 days)
- Years 3-5 – 160 hours a year (20 days)

The maximum number of PTO hours that can be accrued for the employee's first two calendar years is 120 hours (15 days) each year; the maximum number of PTO hours that can be carried forward is 80 for the first two years. For years three to five, a maximum number of 160 hours (20 days) each year can be accrued with a maximum of 160 hours carried over annually.

Annual PTO accumulation may be different for personnel classified as Managers or Executive Staff, but the annual carryover and maximum accumulation are the same.

Employees may, if absolutely necessary, go in the "hole" up to 40 hours of PTO with their Manager's prior permission. Anything more than 40 hours will require the approval of the President of Kepler. If an employee does not have enough earned PTO hours, they may request Leave Without Pay providing the client and Manager have jointly agreed to allow it for a limited amount of time, depending on the circumstances. Leave Without Pay is only approved for extreme circumstances since most Kepler employees are salaried employees and are not paid by the hour. Final approval must be given by the President of Kepler.

Kepler feels it is important that our employees relax and spend time with their families away from work therefore Kepler will not buy back an employee's PTO unless the employee has a financial emergency. This will be reviewed on a case by case basis and final approval will be made by the President of Kepler. If an employee terminates with Kepler, then any unused PTO hours will be reimbursed on the last paycheck.

Military Leave of Absence

Upon request, employees are eligible for a leave of absence to serve in the active or reserve military services of the United States in accordance with applicable law. Kepler and TriNet HR comply with the Uniform Services Employment and Re-employment Rights

Act (USERRA). This act applies to all employees who voluntarily or involuntarily perform services in the Armed Forces, Army National Guard, Public Health Services, or any other category of service designated by the President in time of war or emergency.

The following guidelines will be followed for an employee requesting Military Leave:

- Employees are required to give their employers advanced written or verbal notice of an absence for military service unless circumstances make it unreasonable or impossible to do so.
- Employees may use any accrued vacation or other paid leave during the military leave.
- After the conclusion of their military service, employees must report to their employers, or submit an application for re-employment within a prescribed timeframe, which varies depending on the length of the leave of absence.
- Employees are entitled to take a cumulative leave of absence due to military service for up to five (5) years. (This includes previous leave absences)
- Employees eligible for PTO or other paid leave time should contact their Manager for specific details.

Return from Military Duty

Re-employment and/or reinstatement of employment will be made in accordance with all federal and/or state law. Employees should contact their Kepler Manager or TriNet HR at 1-800-243-8489 for specific information regarding return to work procedures.

Jury and Witness Duty Leave

Kepler recognizes employee obligations to serve on state and federal juries. When you are asked to serve on jury duty, inform your Manager immediately so that it can be determined whether your schedule is flexible enough to permit you to serve at that time. If not, Kepler will request deferral to a more convenient date. You are expected to return to work, when reasonable, during your regularly scheduled business hours or if released earlier than anticipated. Kepler will cover up to 24 hours of paid approved absence per calendar year with documentation of jury duty assignment. If the employee requires additional time, PTO may have to be taken. Contact your Manager as soon as possible to discuss.

Occasionally, employees may be legally compelled to attend a judicial proceeding. In these circumstances, Kepler will cover up to 24 hours per calendar year with documentation of required attendance at a judicial proceeding. Employees must notify their Manager immediately upon receiving a summons or subpoena compelling attendance at a judicial proceeding and must present the summons or subpoena to the Manager and submit it along with their time sheet. If the employee is released early, they must return to work.

An employee charged with a crime, who is required to attend a judicial proceeding, is not covered by this policy.

Serious Illness in Immediate Household

Regular full-time employees may receive authorization from their Manager for a maximum of 24-hours of paid approved absence per calendar year to attend to the serious illness or

injury (emergency) of a member of the employee's IMMEDIATE household. Immediate household includes a spouse, child, parent, or dependent. For the purposes of this leave, immediate household may include minor children living with either parent.

Bereavement Leave

Regular full-time employees may take up to 24-hours of paid Bereavement Leave per calendar year due to a death in the employee's immediate family with approval from their Manager. Immediate family includes the employee's spouse, parents, grandparents, grandchildren, brothers, sisters, children, in-laws (father-, mother-, daughters-, and sons-in-law only), dependents living with the employee, and other relatives with whom the employee has acted as a parent or child.

Family Medical Leave Act (FMLA) - Leave of Absence

To view the entire FMLA Guidelines go to: <http://www.dol.gov/whd/fmla/>. Also available in the TriNet Employee Handbook (page 31) accessible via the TriNet HR Passport website.

When medically necessary, an employee may take leave intermittently or on a reduced schedule. Kepler reserves the right to temporarily transfer the employee to another position that better meets the leave schedule.

An employee requesting leave to care for a family member or because of their own serious health condition must provide Kepler with a medical certification. This form is available from TriNet HR's FMLA Administrator 1 (800) 243-8489. In certain circumstances, at Kepler's or TriNet HR's discretion, a second or even a third opinion may be required.

Leave of Absence

The President of Kepler may approve a written request for Leave of Absence for periods up to six months for full-time employees when the leave is in the best interest of the employee and Kepler. Family and/or medical leave taken immediately preceding or after Leave of Absence will count toward the six month maximum. Accrued PTO must be used before requesting a Leave of Absence.

Kepler will not contribute to any benefits during the Leave of Absence. All company paid benefits (including health benefits), if applicable, will cease until the employee returns. Upon their return benefits will continue under the same terms and conditions as when the employee was on the job.

An employee is not guaranteed the right to return to their previous position, however, if that position or a similar position exists upon their return, the employee will continue with no loss of benefits at the end of the leave.

Timekeeping

Time Sheets

Accurately recording time worked is the responsibility of every employee. Please review Kepler's Timekeeping Policies & Procedures for full guidance.

Work Week

A normal work week is Monday through Friday. An employee may be required to work over the weekend or have a different standard work week if required by the client.

Work Hours

For full-time employees assigned to field locations or client sites, each normal workday will be eight hours plus a one-hour lunch period.

Standard office hours for regular, full-time employees will be 8:00 a.m. to 5:00 p.m.

Each Manager is authorized to change the beginning and ending of daily working hours and/or the hour for lunch to meet work requirements, handle emergencies, or better serve the client's interest. Employees are expected to arrive at work at such time that will allow them to begin the workday as scheduled. If an employee is running late, they should call their Manager and update them on their situation.

Full-time indirect employees are expected to work eight hours a day unless other arrangements have been made.

Travel Work Hours

See Kepler's Travel Policy Handbook for guidance.

Paid Holidays

Full-time employees receive 80-hours of holiday leave annually.

The ten holidays Kepler recognizes are:

- New Year's Day
- Martin Luther King Jr's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Kepler does NOT recognize "floating holidays".

All Holidays must be taken in eight-hour increments. If you are working an approved CWS and the holiday falls on a day you are scheduled to work a nine- or ten-hour day, the Holiday will be recorded as eight hours ONLY.

Compressed Work Schedule (CWS)

The purpose of a CWS is to provide Kepler employees with a work schedule that allows them time off during the work week to meet personal needs. A CWS allows employees to take an unpaid day of leave and make-up the time by working additional hours in the same pay period.

All alternative work schedules must be coordinated and approved in advance by the employee's Manager and must be approved by the client.

All work schedules must take into consideration client needs and expectations while maximizing Kepler staff productivity. Employees must notify their Manager (either in advance or at the time of a personal emergency) if they cannot meet their work schedule. Employees should take appropriate leave or arrange makeup time with their client and Manager. A CWS must not result in an increase in overtime or other expense to Kepler or the client.

Unless otherwise required by state or local labor laws, Kepler reserves the right to modify, suspend, or revoke the use of a CWS at any time.

Telecommuting

Telecommuting is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to, telecommute. Offering the opportunity to work at home is a management option, based on the discretion of the employee's immediate Manager and client. An employee's participation is strictly voluntary. Any telecommuting agreement may be terminated at any time by either the employee or the immediate Manager.

The policy applies to voluntary telecommuting. The policy does not apply in situations related to telecommuting offered as a result of providing reasonable accommodation for qualified individuals with a disability.

See Kepler's Telecommuting Policy for full guidance.

Overtime

Non-exempt employees are eligible for overtime. However, your client and Manager will require prior approval of overtime before it is worked. Employees who work unauthorized overtime are subject to discipline, up to and including termination.

Management expects that employees will work overtime hours when requested. Advance notice will be given to employees whenever possible. However, employees should be aware that emergencies do occasionally arise that do not permit advance notification. Managers and/or the client will make every effort to notify the employee as soon as possible when overtime work is required.

Pay received for hours such as sick time, holidays, vacations, or PTO, etc., is not considered time worked for purposes of computing overtime.

See Kepler's Timesheet Policy & Procedures for full guidance.

Inclement Weather / Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company and/or client operations.

For employees working at a Kepler office, it is up to the employee if they feel it is safe or not to go into the office. With Manager's approval an employee may work from home. If an employee decides to stay home and cannot or does not want to telework, they may arrange with their Manager to make up the time within the same pay period (if scheduling permits) or take PTO. If there is not enough time left in the pay period to make up the hours, the employee may request the hours be made up within the next pay period if approved by the client. If the time is made up during the next pay period, it must be documented. If the client and/or Kepler does not authorize the time to be made up in the next pay period, the employee must use PTO hours to make up the time missed.

For employees working at a client site, it will be up to the Office of Personnel Management (OPM) or the head of the organization to decide if the office will be closed. Employees who are not essential personnel must stay home when their Government work location is closed due to bad weather. They may arrange with their Manager and client to make up the time (if scheduling permits) or take PTO. Should their work location have a delayed start, or early closure, this time must also either be made up within the same pay period or PTO taken. If there is not enough time left in pay period to make up the hours, then the hours must be made up within the next pay period or the employee must use PTO hours to make up the time missed. If the time is made up during the next pay period, it must be documented.

Miscellaneous

Appearance

All Kepler employees should project a professional, business-like image in their clothing. If no client interaction is required, business casual is acceptable. Professional business dress is the standard when working with clients. These are minimum standards. One can always "dress up," but never "down."

For men, acceptable professional business dress is defined as a suit and tie, or dress slacks and collared shirt with tie. Footwear should be neat and not overly worn. Any torn, dirty, or frayed clothing is unacceptable. All seams must be finished.

For women, acceptable professional business dress is defined as a business suit, skirt and blouse, or dress slacks and blouse. Mini-skirts, skirts, or beach dresses are inappropriate. Footwear should be neat and not overly worn. Any torn, dirty, or frayed clothing is unacceptable. All seams must be finished.

Certain days may be declared as casual days and will be determined by the client or Kepler leadership. On these days, a more casual approach to dressing is defined by the client or Manager, although never potentially offensive to others is allowed. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you are unsure about acceptable, professional business casual attire for work, please contact Margie Heminger at Kepler headquarters for clarification. ***Exceptions may be made for religious and/or medical reasons.***

If clothing fails to meet these standards, as determined by the client or Kepler leadership, the employee will be asked not to wear the inappropriate item to work again. If the problem

persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. If you are required to leave and return, you will be required to use personal leave time for your time away. Progressive disciplinary action will be taken for further dress code violations which may include termination from the contract and Kepler Research.

Lunch and Break Periods

Employees are allowed a one-hour lunch break. If an employee leaves the workstation for the lunch break, the time allotted for the lunch break starts when the employee leaves the workstation and ends upon return to the workstation.

If the employee wishes not to take a lunch break or eat at their desk while working this should be approved by their Manager.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time. In the case of an illness it is the employee's responsibility to call and notify their supervisor.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

Internet Use

Kepler employees working at a client site should not use the internet/emails for personal business and must follow the client's rules for internet use.

Kepler site employees are allowed use of the Internet and email when necessary to serve our customers and conduct the Company's business. Unacceptable use of email or the Internet may lead to termination.

At Kepler offices, employees may use the Internet and email for personal business for short periods as long as use does not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful. Internet messages are public and not private. Kepler reserves the right to access and monitor all files and messages on its systems.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via company's email service
- Using computers to perpetrate any form of fraud and/or software, film, or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites

- Sending or posting information that is defamatory to the company, its products/services, colleagues, and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

Supply Purchases

When an employee requires supplies to effectively perform their job, they should first ask their Office Manager to assist with the purchase. The Office Manager will provide the appropriate form to fill out and process the request.

If the purchase is time critical, the employee needs to have verbal approval from their individual Manager and/or the Vice President of Business Operations before purchasing items. Employees should make every effort to work with the administrative staff to secure purchases. The administrative staff have accounts set up with local and nationwide vendors offering discounts and no charge deliveries and will be happy to assist with the purchase. Documentation and Manager approval will be required for the employee to receive reimbursement of the supply purchase.

Personnel Files

Personnel files are the property of Kepler, and access to the information is restricted. Management personnel of Kepler who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor. With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their supervisor.

Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor, Kepler, and TriNet of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency

An employee's personnel data should be accurate and current at all times.

Travel Policies

Please see the Kepler Travel Policy Handbook for specific details on travel policies.

Receipt/Acknowledgment

I have received a copy of the Employee Handbook (dated December 2015) and have read or had it read to me. If I have any questions regarding this handbook, I understand that it is my responsibility to ask my Manager or other member of management about them. I recognize it is my responsibility to review the policies, practices, standards, and rules it contains, and I agree to comply with them during my employment.

I understand the information in this handbook is intended to acquaint employees with general policies, principals, standards, and procedures, and does not represent a contractual commitment by either TriNet HR or Kepler Research, Inc. ("Kepler") concerning terms of employment or other matters. Both TriNet HR and Kepler are free to act according to the best business judgment of management and to change, interpret, withdraw, or add to the policies, procedures, and standards described in this handbook at any time without prior notice, consideration, or approval by an employee. I further understand that this handbook is not a contract between TriNet HR, Kepler and me, nor is it a guarantee of any specific policies, procedures, standards, rules, or length of employment. I understand that my employment is considered "employment at-will" unless I may have otherwise entered into a contractual agreement with Kepler. I understand that such an agreement, between Kepler, and myself is not binding upon TriNet HR.

Date

Employee Signature

Employee Name Printed

To Manager: Following the employee's signature, place this page in the employee's personnel file.