



**THE MINERVA**  
— **GROUP** —

## **Employee Handbook**

*January 1, 2024*

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We know that it's mandatory, but thank you for taking the time to read through this employee handbook! It is a great source of information and guidance to help all of us work together better. The Minerva group is a company that values people because people are the potential this world has to be great. In everything we do, we want to be a part of that great potential, so we focus on 5 core values to help us be a part of a great human world. We hope these values will find place in your life and work as well.

### Our Values:

- Business is just a piece of who we are.
- Real people, doing good work.
- Diverse backgrounds, abilities, and ideas build strong communities.
- Embrace and drive growth for ourselves and for our clients.
- Think big and add value.

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*This handbook is designed to acquaint employees with The Minerva Group. The handbook is not all inclusive, but is intended to provide employees with a summary of guidelines. This edition replaces all previously issued editions.*

*Employment with The Minerva Group (TMG) is at-will. Employees have the right to end their work relationship with the company, with or without advance notice for any reason. TMG has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. No representative of TMG, other than the CEO, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the CEO and the employee.*

*No employee handbook can anticipate every circumstance or question. After reading the handbook, employees that have questions should talk with their immediate supervisor or the CEO. In addition, the need may arise to change the guidelines described in the handbook. Except for the at-will nature of the employment, TMG therefore reserves the right to interpret them or to change them without prior notice.*

## **EMPLOYMENT**

### *Equal Employment Opportunity and Nondiscrimination*

TMG follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.

### *ADA and Religious Accommodation*

TMG will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to TMG or cause a direct threat to health or safety. TMG will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on TMG. Employees needing such accommodation are instructed to contact their supervisor or the CEO immediately.

### *EEO Harassment*

TMG strives to maintain a work environment free of unlawful harassment. In doing so, TMG prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated.

### *Sexual Harassment*

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, TMG believes it warrants separate emphasis.

TMG strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

#### Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. TMG expects employees to make a timely complaint to enable TMG to investigate and correct any behavior that may be in violation of this policy.

Report the incident to their supervisor or the CEO, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

TMG prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If TMG determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

#### Whistleblower Policy

TMG is committed to protecting employees from interference with or retaliation for having made a protected disclosure or for having refused an illegal order.

#### Filing a Retaliation Complaint

A retaliation complaint may be filed directly with the CEO or COO. The claim may be submitted anonymously if the complainant so chooses. To submit an anonymous complaint, send a written or typed complaint to the following address: 14501 W Amherst Place; Lakewood, CO 80228. A retaliation claim must be filed within 90 days of the retaliation behavior. If there is a pattern of retaliation, the complaint must be filed within 45 days of the most recent alleged act or threat of interference or retaliation.

#### Business Hours

Business hours are from 8:30 a.m. to 5:00 p.m., Mountain Standard Time, Monday through Friday. Fulltime employees are expected to be available during business hours unless otherwise approved by the CEO or COO.

### Employee Status

**Full time Employee** - an employee normally scheduled to work greater than 36 hours per week. Fulltime employees are currently eligible for organizational benefits.

**Part time Employee** - an employee normally scheduled to work less than a 36 hour workweek. A part time employee is eligible for some benefits on a pro-rated basis (the COO can share what benefits are available).

**Temporary Employee** - an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are not eligible for organizational benefits.

**Exempt Employee** - an employee who is not eligible for overtime pay.

**Non-exempt Employee** - an employee who is eligible for overtime pay; see the "Overtime" section for details.

## **EMPLOYEE BENEFITS**

### Group Insurance

Full time and part time employees working more than 36 hours per week are eligible to participate in group insurance programs.

TMG currently offers group Health and Dental insurance to the employee; coverage for dependents is voluntary, but at 100% cost to the employee.

### Disability & Life Insurance

Full time employees are eligible for the company sponsored short-term disability, long-term disability and life insurance plans.

### Retirement Savings

Currently TMG offer a 401(k) retirement savings plan. All employees who are expected to earn more than \$5000 in the current year are encouraged to participate. Employees can defer as much as they would like (up to the federal maximum) into their 401(k) and TMG will match up to 3.5% of that deferral.

### Holidays

TMG currently observes the following holidays as days off:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Employee's Birthday

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.

### Vacation & Sick Leave

Employees need time to rest, recover from illness and enjoy themselves outside work. Therefore, for Full-time employees TMG has an open paid time-off (PTO) policy, allowing employees to take as much leave as they need.

For Part-time employees, PTO is based on hours worked. Part-time employees will accrue .054 hours of PTO per each hour worked. A maximum of 120 hours of PTO can be accrued.

Unused PTO is not paid out at the end of employment.

The PTO policy is based on mutual trust between TMG and employees. It gives employees opportunities to work or take time off as they see fit, as long as they keep fulfilling their duties.

Employees are obliged to:

- Avoid abusing the policy by taking time off that negatively impacts their job and the company.
- Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations.
- Plan to delegate, postpone or otherwise manage projects that will be affected by their time off.
- Notify their supervisors at least two weeks in advance.

Supervisors can consider rejecting vacation requests if:

- Other team members with similar or complementary duties have already asked for leave during the same time.
- The time in question is too busy or includes an important deadline for the employee asking for leave.
- An employee appears to abuse the policy.

### Other Leaves Of Absence

**Jury Duty:** TMG recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly. Employees' receive regular pay for the first three days of jury duty if they were scheduled to work and a juror service certificate is submitted.

Beginning the fourth day and thereafter, an employee serving as a juror is paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days employees, receive the difference between jury duty pay and their regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond this time is without pay from TMG.

**Medical Leave:** A medical leave of absence of not more than 30 days may currently be granted to full time employees. This unpaid leave is for absences arising from the employee's illness, injury or pregnancy. For a medical leave to be considered, the following conditions must be met:

- Have completed 6 months of employment at TMG.
- The COO or CEO is notified by the employee as soon as possible of the need for medical leave.
- The employee submits a written statement from the attending physician outlining the reason for leave and the estimated time needed. (TMG reserves the right to obtain an additional doctor's opinion.)
- Approval obtained from the COO or CEO prior to the leave.

An employee ready to return to work from leave must present a doctor's statement indicating ability to return to work. TMG may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the TMG, it is practical to do so. TMG does not guarantee reinstatement of an employee to the former job.

TMG continues medical benefits for an employee on leave for a maximum of 30 days as long as the employee continues to pay the employee's portion of the premium. Holidays, funeral pay or employer's jury duty pay will not be granted during the leave.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodations. Accommodations must not cause undue hardship to TMG. Potential accommodations will be determined in an interactive process between the employee and TMG.

Part-time employees are not eligible for medical leave except as required for a disability.

**Military Leave:** Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights.

**Extended Leave without Pay:** Normally, personal leaves of absence for more than 15 days are not granted. If, on rare occasions, the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than 30 days at the discretion of the CEO.

**Voting:** Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with the COO or CEO no later than the day prior to Election Day.

## COMPENSATION

### Pay

Employee salaries and raises will be established by the CEO. Each employee will receive performance evaluations from the CEO and/or their supervisor. Positive performance ratings are a significant factor in establishing salary increases.

### Travel Expenses

Employees must obtain prior approval from their supervisor or the CEO before attending meetings, events, and conferences for which the employee will request reimbursement of expenses. Receipts must be provided for all approved expense reimbursements and attached to the appropriate form. If prior approval is not obtained the company has the right reject any request for reimbursement. All travel expenses must be submitted in an expense report to the COO with 30 days of the expense.

### **Ground Vehicle costs:**

- If you must use your personal vehicle, mileage reimbursement is based on the IRS standard rate per actual mile required for business (updated annually). For Full-time/salaried employees, mileage to and from a meeting or client office is compensated. Part-time/hourly employees are paid for their drive time and therefore do not qualify for mileage reimbursement.
- Taxi/Ride-share charges are allowed only if necessary and approved.

**Airfare:** Airfare expenses must be discussed with and approved by the COO or CEO before arrangements are made.

**Lodging:** If you are required to stay overnight for TMG business, the actual cost of lodging will be allowed if reasonable. The employee must obtain prior approval as to what is reasonable and allowable.

**Meals:** Reimbursement of actual expenses for meals while the employee is out of town or at a required TMG function is allowed. The current maximum allowance for each meal is provided on the company expense reimbursement form. Receipts must be provided. Prior approval of the CEO is required before the employee can pay for the meals of another person. No reimbursement is allowed for alcohol.

**Other:** Any other reimbursement or employee expenditures must be approved in advance by the COO or CEO.

### Overtime

From time to time, non-exempt employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Non-exempt employees are paid at the rate of one and one-half (1 1/2) times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. On recognized holidays, non-exempt employees are paid for 8 hours, and those 8 hours are included in the computation of hours worked for the week.

### Pay Periods

TMG pay periods end on the 10<sup>th</sup> and 25<sup>th</sup> of the month, with employees being paid the 1<sup>st</sup> and 16<sup>th</sup> of the month. If the regular payday occurs on a holiday or a weekend, the payday will be the working day prior to the holiday or weekend.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the COO. For the employees' convenience, we offer employees the option of having their paycheck automatically deposited to their bank account.

### Salary for Exempt Employees

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we do not make any improper deductions from the salaries of exempt employees. The following deductions from salaries are permissible:

- **Offsets.** Employers may offset employees' pay for amounts received by the employee for jury fees, witness fees, or military pay.
- **Infractions of safety rules.** Employers may deduct for penalties imposed when salaried employees violate safety rules of major significance.
- **Infractions of workplace conduct rules.** Employers may suspend exempt employees without pay for full days for infractions of written workplace conduct rules. This deduction is meant to cover only suspensions for "serious workplace misconduct" such as sexual harassment or drug and alcohol violations.
- **First or last weeks of employment.** Employers may make partial week payments during an employee's first or last weeks of employment.

If an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the COO or CEO. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

### Time Reporting

All employees must record time worked on a daily basis. Time cards will be used for calculating non-salaried and non-exempt employee's pay.

## **WORK ENVIRONMENT**

### Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, consumption (use) or sale of a controlled substance, marijuana or alcohol while conducting TMG business is prohibited.

### Anti-Violence

Any action, which in management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying.

Employees should immediately report any such occurrences to their supervisor or to the CEO. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If you are a victim of domestic violence, please contact the COO or CEO for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel are subjected to workplace bullying please contact the COO or CEO.

### Attendance and Punctuality

All employees are expected to arrive to work on time. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business. Employees that are going to be absent or late must contact their supervisor, or in the absence of the supervisor, the COO or CEO as soon as possible prior to the start of their workday. If the supervisor, the COO, nor CEO can be reached in the office, the employee may leave a message.

### Job Abandonment

TMG expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable, but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment.

In extreme circumstances, the employer will consider the explanation provided by the employee and its timing before determining if the voluntary resignation will be upheld.

### Communication Systems

All equipment purchased by TMG is property of TMG and intended for business use.

Therefore, TMG maintains the ability to access any computer files, use of software, internet usage, email and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of the TMG, employees should not attempt to gain access to another employee's computer, Internet files, email, or voice mail without the latter's permission. All information regarding access to the Company's computer

resources, such as user identifications, access codes, and passwords are confidential information and may not be disclosed to non-TMG personnel.

### Personal Use of Social Media & other Internet based platforms

Whenever you use social media, use good judgment. We request that you be respectful of TMG, our employees, clients, partners, affiliates, and others.

Your personal, or anyone else's; blog, wiki, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to TMG regarding these issues shall be made consistent with the complaint procedures in this handbook so that TMG can address them.

Blogs, wikis, chat rooms, and other forms of social media communications are individual interactions, not corporate communications. All postings on a blog, wiki, chat room, or social networking site on behalf of TMG must be preapproved and sent by authorized employees.

If you post any comment that promotes or endorses TMG products or services in any way, the law requires that you disclose that you are employed by TMG.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the company. Confidential information includes trade secrets or anything related to TMG's inventions, strategy, financials, or products that have not been made public, internal reports, procedures or other internal business-related confidential communications.

Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Nothing in this policy or the attendant guidelines is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

Public communications concerning TMG, employees of TMG, and any other affiliates of TMG must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, and illegal activities.

Please consult with your supervisor if you have any questions about the appropriateness of publishing information relating to TMG, its employees, clients or any of its affiliates.

### Software and Copyright

TMG purchases licenses, but does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements. Employees must not use TMG's technology

resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission.

#### Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other TMG guidelines. We reserve the right to determine when an employee is using TMG's communication systems inappropriately.

#### Email & Internal Messaging

TMG provides an email system and an internal messaging system to employees to help them with the performance of their job. These systems should be used for official TMG business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice.

Employees should use discretion when sending messages. Do not write anything in a message that is inappropriate to say to others face-to-face.

#### Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed and responded to as necessary in a timely fashion.

#### Telephones/Cell Phones

TMG uses a virtual phone system that forwards business calls to another phone number. Each employee is responsible for ensuring this system is set up correctly and maintained in accordance with the company's communications policy.

In the interest of good business practice, personal telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs.

#### Confidential Information

Employees of TMG will have access to confidential information of TMG and our Clients. Confidential information refers to any information that is not generally known to or accessible by the public. Disclosure of confidential information might seriously damage TMG or its client's competitive position and therefore such action will not be tolerated. This non-disclosure applies during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to TMG on demand.

#### Public Statements

Employees may not speak to the public media as an official spokesperson of TMG without prior clearance from the CEO. All inquiries of the media should be directed to the CEO.

### Conflict of Interest

TMG requires that employees protect TMG information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job. Conflict of interest situations, which could arise while moonlighting for a competitor of ours, should also be avoided.

Other examples of conflict of interest could be: serving as a board member or director of a competing firm, holding financial interest in a competing company or being self-employed in an occupation which competes with the TMG, partnership or personal involvement in supplier companies or distribution outlets related to company business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with the CEO.

### Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

### Dress Code

At TMG, personal appearance, hygiene, and attire are important. A professional image must be maintained to instill confidence in the minds of our clients and others with whom our staff interacts. This helps insure TMG's success. Employee's appearance should be consistent with good hygiene, safety and what TMG considers appropriate attire.

### Problem Solving

Employees who disagree, or are dissatisfied, with a TMG practice should promptly discuss the matter with the COO or CEO, where appropriate. Normally, this discussion should be held within 3-5 days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while the events are fresh in the minds of those involved.

### Supplemental Employment

Employees may hold a job with another company as long as they satisfactorily perform their responsibilities with TMG. Supplemental jobs must not create any actual conflict or the appearance of a conflict of interest with TMG and must not affect an employee's ability to meet job requirements, perform competently, or accept overtime hours.

### Safety/Reporting of Injury

TMG is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to the COO or CEO. If an employee is injured on the job, no matter how minor, the employee must immediately report this fact in writing to the COO or CEO.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of TMG's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

#### Separation of Employment

We request that employees who wish to resign their positions notify TMG of their anticipated departure date and go over the termination procedures (conversion of insurance, return of property, delivery of final paycheck, etc.) with the COO.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with TMG maintained satisfactory performance and attendance.

### **BYOD (BRING YOUR OWN DEVICE) POLICY**

TMG grants its employees the privilege of purchasing and using smartphones, tablets and laptops of their choosing at work for their convenience. TMG reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of TMG's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

#### Acceptable Use

- TMG defines acceptable business use as activities that directly or indirectly support the business of TMG.
- Devices may not be used at any time to:
  - Store or transmit illicit materials
  - Store or transmit proprietary information belonging to another company
  - Harass others
- Employees may use their own mobile device to access the following company-owned resources: email, calendars, contacts, and documents.
- TMG has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

#### Permitted Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows; tablets including iPad, Android and Windows; and laptops running Windows or Mac OS are allowed.
- All devices must be running on an up-to-date operating system (OS). If an OS is considered out of date or is not supported by TMG's IT contractor it will not be allowed access to the network.
- Employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

### Reimbursement

- For employees whose duties require accessibility outside of regular office hours or while away from the office, TMG may reimburse the employee for the portion of their phone service plan attributable to work requirements. Reimbursement is contingent on TMG's budget and management discretion.
- TMG will not reimburse employees for the cost of the device.
- TMG will not reimburse employees for overage charges including, but not limited to: roaming, plan overages, long distance and international calls.

### Security

- In order to prevent unauthorized access, devices **must** be password protected using the features of the device.
- The device must lock itself with a password or pattern lock if it's idle for more than 5 minutes.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- Employees are encourage to not download unapproved, questionable apps and programs as they can cause damage to devices and even breach network security.
- Employees' access to company data is limited based on user profiles defined by TMG's IT contractor and automatically enforced.
- Upon termination of employment the employee must verify with TMG or its IT contractor that access to TMG resources had been removed from all devices.
- The employee's device may be remotely wiped if 1) the device is lost, 2) employment is terminated, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

### Risks/Liabilities/Disclaimers

- TMG reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to TMG within 24 hours. Employees are responsible for notifying their mobile carrier upon loss of a device.
- TMG is not responsible for the damage, wear and tear or loss of a personal item brought in to an office location or used while on company business.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- Noncompliance with this policy will not be tolerated.

**ACKNOWLEDGMENT OF RECEIPT**

- I have received a copy of the employee handbook dated \_\_\_\_\_.
- I understand that I am to become familiar with its contents.
- Further, I understand:
  - Employment with The Minerva Group (TMG) is at-will. I have the right to end my work relationship with the company, with or without advance notice for any reason. The company has the same right.
  - The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration.
  - The handbook is not all-inclusive, but is intended to provide me with a summary of some of TMG’s guidelines.
  - This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. TMG therefore reserves the right to interpret them or change them without prior notice.
  - No representative of TMG other than the CEO has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the president and myself. We have not entered into such an agreement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**