



# **Contract Employee Handbook**

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## Welcome

We are excited to have you working for Innovative Driven! Our continued success is built on the skills and efforts made by each employee. We are committed to treating all individuals with dignity and respect and creating an enjoyable, supportive, and rewarding work environment.

## Contact Information:

Human Resources:

[IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com) (contact for anything HR related as detailed in this Handbook)

Payroll:

[IDR\\_Payroll@innovativedriven.com](mailto:IDR_Payroll@innovativedriven.com) (contact for anything payroll related as detailed in this Handbook)

## Introduction

The purpose of the Innovative Driven Contract Employee Handbook (“Handbook”) is to acquaint Contract Employees (“employees”) with Innovative Driven (hereinafter also referred to as “the Company” or “ID”). It describes some of ID’s philosophies and beliefs, and the basic terms and conditions of employment with the Company. As such, please read this Handbook carefully and contact the Human Resources Department (see *Contact Information* above) with any questions needed to facilitate your understanding of its contents.

The Company reserves the right to amend the Handbook. Employees are responsible for knowing about and understanding those updates once disseminated. The Company also reserves the right to interpret the provisions of this Handbook. For this reason, employees should contact the Human Resources Department (email: [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com)) to obtain additional information regarding specific employment guidelines, practices, policies, or procedures and its application to individual circumstances, if needed.

Employees should not interpret anything in this Handbook as creating a contract or guarantee of continued employment. In addition, this Handbook is not intended to cover all scenarios that may arise during your employment with the Company.

This Handbook includes items described in separate Company documents (i.e., benefit plan descriptions). Those Company documents supersede any statement made in this Handbook or by any member of ID management and/or HR.

This Handbook is the property of the Company, and is intended for personal use and reference by employees of the Company.

## Handbook Revisions

The Company reserves the right to amend this Handbook and to any employment policy, practice, work rule, or benefit, at any time without prior notice.

This Handbook replaces all earlier handbooks and supersedes all prior inconsistent policies, practices, and procedures.

## Handbook Acknowledgement

Employees must sign the acknowledgement form at the end of this Handbook electronically by:

1. Clicking on the box as indicated,
2. Typing their name and the applicable date, and
3. Clicking "Submit"

This will provide the Company with a record of each employee who has received, read, and understood the Handbook.

## Employment At-Will

All employment at the Company is "at-will." This means that both employees and the Company have the right to terminate employment at any time, with or without advance notice, and with or without cause. The Company may also demote, discipline, and/or alter the terms of employment at any time, with or without cause, at the Company/s discretion.

Nothing contained in this Handbook, or any other documents provided to employees, is intended to be, nor should be, construed as a guarantee that employment (or any benefit) will be continued for a specific time period. For example, any salary figures provided to an employee in annual or monthly terms do not create an employment contract for one or more months. Employees should ask the Human Resources Department (email: [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com)) if they have any questions about their status as an employee at-will.

## Equal Employment Opportunity

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The Company does not unlawfully discriminate on the basis of actual or perceived race (including hair texture and natural hair styles or length, color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual and reproductive health decisions, gender, gender identity (including transgender identity, status, and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, the Company also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If employees wish to request such an accommodation, they should contact the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

The Company prohibits sexual harassment and the harassment of any individual on any of the other bases listed above. For information about the types of conduct that constitute impermissible harassment and the Company's internal procedures for addressing complaints of harassment, and the legal remedies available through and complaint procedures of the appropriate state and federal agencies and directions on how to contact these agencies, please refer to the Company's Policy Against Harassment and Discrimination in this Handbook.

This applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should contact the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

## **Policy Against Harassment, Discrimination and Retaliation**

### **Purpose of Policy**

Innovative Driven is fully committed to providing and maintaining a workplace free of unlawful harassment, discrimination, and retaliation. This commitment extends to all individuals who interact with our organization, including applicants, employees, independent contractors, interns (paid or unpaid), volunteers, vendors, customers, and other third parties with whom we have business relationships.

This policy prohibits harassment and discrimination in all forms, including but not limited to:

- Sexual harassment (including harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions)
- Harassment and discrimination based on gender, gender identity (including transgender identity, status, and transitioning), gender expression, and sex stereotyping
- Harassment and discrimination based on race (including traits historically associated with race such as hair texture, natural hairstyles, and protective hairstyles like braids, locks, and twists, consistent with the CROWN Act), color, religion, religious creed, religious dress, or grooming practices
- Harassment and discrimination based on national origin, ancestry, ethnicity, immigration or citizenship status, accent, or use of a language other than English
- Harassment and discrimination based on age, marital status, domestic partner status, veteran status, military service, military caregiver status, or enrollment in a public assistance program
- Harassment and discrimination based on physical or mental disability, legally protected medical conditions (including cancer, genetic characteristics, or genetic information), and requests for reasonable accommodation related to disability or religious belief/practice
- Harassment and discrimination based on sexual orientation, gender nonconformity, intersex traits, or perceived LGBTQ+ status
- Harassment and discrimination based on status as a victim of domestic violence, sexual assault, or stalking
- Harassment and discrimination based on engaging in protected activities, such as discussing or disclosing wages, filing a complaint, or participating in an investigation or proceeding

Innovative Driven strongly disapproves of and will not tolerate harassment, discrimination, or retaliation by anyone, including managers, supervisors, co-workers, or third parties. Similarly, Innovative Driven prohibits its employees from engaging in such conduct toward non-employees with whom they interact in the course of business.

This policy applies to all work-related settings, whether on Company premises, working remotely, at off-site Company-sponsored events, during work-related travel, or through the use of Company communication systems, including email, voicemail, text messaging, social media, and other electronic means.

## **Harassment Defined**

Harassment includes any verbal, physical, visual, or digital conduct that creates an intimidating, offensive, hostile, or abusive working environment, or that interferes with an employee's ability to perform job duties. Harassment violates this policy when:

1. Submission to the conduct is made an explicit or implicit condition of employment;
2. Submission to or rejection of the conduct is used as a basis for employment decisions; or
3. The conduct unreasonably interferes with an employee's work performance or creates a hostile, intimidating, or offensive work environment.

## **Examples of Prohibited Harassing Conduct**

- Derogatory slurs, jokes, insults, or name-calling
- Offensive statements, teasing, or stereotypes about protected characteristics
- Physical conduct such as assault, blocking movement, unwelcome touching, or violating personal space
- Displaying, sharing, or circulating offensive pictures, posters, emails, symbols, memes, or drawings
- Staring, leering, stalking, or other intimidating conduct
- Sending unwelcome communications, including texts, social media messages, or emails with offensive content
- Mocking accents, religious attire, disabilities, or gender expression
- Offensive or unwelcome romantic or sexual advances, requests for sexual favors, or discussions containing sexual innuendo

## **Sexual Harassment**

Sexual harassment includes all of the above behaviors as well as unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, sexual jokes, conversations of a sexual nature, suggestive gestures, and other conduct that is sexual in nature. Sexual harassment may occur between members of the same sex or opposite sex, and motivation by sexual desire is not required for conduct to be considered harassment.

## **Reporting and Investigating Harassing, Discriminatory and Retaliatory Conduct**

### **A. Complaint Reporting Process**

Innovative Driven encourages and expects all employees and associated personnel to report incidents of harassment, discrimination, or retaliation immediately. Failure to report deprives Innovative Driven of the opportunity to investigate and address the problem.

Reports may be made verbally or in writing and may be submitted to:

- The Human Resources Department, (email: [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com)) or
- Manager or Supervisor, or
- The CEO, if the individual is uncomfortable reporting to Human Resources or Manager/Supervisor.
- Model Complaint Form, which is linked here:

Reports can also be made through any other designated reporting mechanism established by the Company.

Employees are not required to confront the individual directly before filing a complaint. Complaints will be accepted in any form and will be investigated promptly, thoroughly, and impartially.

### **B. Management Responsibilities**

All managers and supervisors are responsible for:

- Ensuring compliance with this policy within their teams,
- Creating and maintaining a respectful work environment,
- Taking all complaints seriously, and
- Immediately reporting any incidents they observe or are made aware of to Human Resources.

Failure by a supervisor or manager to appropriately handle or report harassment, discrimination, or retaliation may result in disciplinary action.

### **C. Investigation Procedures**

- Investigations will be conducted promptly, impartially, and to the extent possible, confidentially.
- Both the complainant and the accused will be given an opportunity to present relevant information.
- Findings will be based on objective evaluation of evidence.
- Appropriate corrective action will be taken if a violation is found.

Anyone who makes a good-faith report, participates in an investigation, or assists in addressing a complaint will not face retaliation.

### **IV. Corrective Action**

If an investigation confirms a violation of this policy, Innovative Driven will take immediate and effective corrective action. Corrective measures may include:

- Training or counseling,
- Verbal or written warnings,
- Suspension, demotion, or reassignment,
- Termination of employment,
- Termination of business relationships with vendors or clients, if applicable.

Corrective action will be proportional to the severity of the conduct and will be determined in consultation with appropriate management.

## **V. Anti-Harassment Training**

Innovative Driven complies with all applicable state and local requirements regarding anti-harassment training.

Innovative Driven provides the required training at hire (or within the time period required by law) and refresher training as required by state law. Training is designed to be interactive, accessible, and tailored to include bystander intervention strategies, examples of unlawful harassment, complaint procedures, and retaliation protections.

## **VI. Zero Tolerance**

Innovative Driven has zero tolerance for harassment, discrimination, or retaliation. This standard applies equally to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, discipline, and termination.

Any violation of this policy will result in corrective action. Innovative Driven will not tolerate excuses, rationalizations, or minimization of behavior that undermines the dignity, safety, or rights of employees and others with whom we work.

Innovative Driven's team bears the responsibility of ensuring that this policy is enforced and upheld at all times, reflecting the Company's commitment to respect, inclusivity, and equal opportunity in every aspect of employment.

## **Proof of Right to Work**

Under federal law, all new hires must produce original documentation establishing their identity and right to work in the United States, and complete INS Form I-9, swearing that they have a right to work in the United States. New hires may establish their identity and right to work in the United States by:

- 1) Providing documentation that establishes both their identity and employment authorization ("List A" documents), or
- 2) Providing documentation that separately establishes their identity ("List B" documents) and their employment authorization ("List C" documents).

All documents must be unexpired. Documentation must be produced within three (3) business days of hire, or on the first day of any employment that is less than three (3) business days. Employees must provide required documentation when requested as part of the onboarding process. Any questions can be directed to the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)), which will be responsible for processing the documents.

## **Employment Applications**

The Company relies upon the accuracy of information provided by candidates in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission by an applicant in any of this information or data may result in revocation of any offer or immediate termination of employment, regardless of when it is discovered.

## Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the legitimate business interests of the Company. A conflict of interest exists when the employee's loyalties or actions are divided between the Company's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided.

Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)) for clarification. Any exceptions to this guideline must be approved in writing by a member of the Executive team.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that employees should avoid include the following:

- (1) Working for a competitor, supplier, or customer;
- (2) Engaging in self-employment in competition with the Company;
- (3) Using proprietary or confidential Company information, such as Company trade secrets, for personal gain or to the Company's detriment;
- (4) Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
- (5) Using Company property or labor for personal use;
- (6) Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Company;
- (7) Committing the Company to give its financial or other support to any outside activity or organization; or
- (8) Developing a personal relationship with a subordinate employee of the Company or with an employee of a competitor, supplier, or customer that might interfere with the exercise of impartial judgment in decisions affecting the Company or any employees of the Company.

## Hours of Work, Overtime and Pay Day

### Hours of Work

The Company's official business hours vary. If you are unclear about your work schedule, speak with your supervisor. Most standard project assignments expect employees to work an average of eight (8) hours per day/forty (40) hours per week, but as hours often vary. Your supervisor will keep you informed of the hours you are expected to work.

### Overtime Pay

#### Overtime Definition and Rates of Pay

**California Employees:** All nonexempt employees who work more than eight (8) hours in one workday or more than forty (40) hours in one workweek will receive overtime pay computed as follows:

- 1) Overtime at the rate of 1.5 times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek
- 2) Overtime at the rate of 1.5 times the employee's regular rate of pay for all hours worked

in excess of eight (8) hours in any one workday up to twelve (12) hours, and for the first eight (8) hours worked on the seventh day of work in any one workweek

- 3) Overtime at the rate of 2.0 times the employee's regular rate of pay for all hours worked in excess of twelve (12) in one workday, and for all hours worked in excess of eight (8) on the seventh day of work in one workweek

**Colorado Employees:** All nonexempt employees will be paid overtime at time and one-half of their regular rate of pay for any hours worked in excess of:

- 1) Forty (40) hours per workweek,
- 2) Twelve (12) hours per workday, or
- 3) Twelve (12) consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal periods), whichever calculation results in the greater payment of wages.

**All other states:** All nonexempt employees who work more than forty (40) hours in one workweek will receive overtime pay at the rate of 1.5 times the employee's regular rate of pay.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated state or local sick leave, for example, are not hours worked and therefore excluded when making overtime calculations.

The Company will comply with all federal, state, and local laws in accordance with overtime. Any questions can be directed to the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

### **Workweek and Workday**

Unless otherwise provided, for purposes of calculating overtime, each workweek begins on Monday and each workday is a 24-hour consecutive period which begins at 12:00 a.m.

### **Pre-Authorization**

Nonexempt employees may not work overtime without the express prior approval of their supervisor, absent an emergency. During busy periods, the employer may require employees to work extended hours. Nonexempt employees who fail to obtain approval prior to working hours that extend beyond their normal eight (8) hour workday or forty (40) hour workweek will be subject to disciplinary action. Overtime offenses may result in termination.

### **Other Types of Pay**

#### **Reporting Time Pay**

"Reporting time pay" as required by specific state/local law, is a form of wages that compensate employees who are scheduled to report to work either physically in person at a workspace or by a remote work setup, but who are not put to work or furnished with less than their usual or scheduled day's work because of inadequate scheduling or lack of proper notice by the employer. Please see below for the following state-specific information.

**California Employees:** Nonexempt employees who report to work at the Company's request, or who are required to call into work up to two hours prior to their shift, but are furnished less than half of their usual or scheduled day's work, will be paid for half the usual or scheduled day's work, but not less than two hours' pay or more than four hours' pay at their regular rate, without regard to the number of hours they actually worked, unless the reasons for the lack of work are beyond the

Company's control.

Reporting time pay will not be paid to an employee on paid standby status who is called to perform assigned work at a time other than the employee's scheduled reporting time. Reporting time hours are not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed. For example, if an employee who is scheduled to work an eight (8) hour shift is sent home after three (3) hours, the employee will receive four (4) hours pay for that day, but the fourth hour of reporting time pay will not be treated as time worked for overtime purposes.

**Colorado Employees:** Nonexempt employees who report to work at the Company's request will be paid for the time they are required or permitted to remain at the workplace waiting a decision on job assignment or when waiting to begin work.

**District of Columbia:** Nonexempt employees who report to work at the Company's request but are given no work or sent home will be paid for at least four (4) hours. If the employee is regularly scheduled for less than four (4) hours a day, the employee shall be paid for the hours regularly scheduled, if sent home before the shift is over. Payment for reporting time will be at the employee's regular rate of pay.

**Massachusetts Employees:** Nonexempt employees must be paid for three (3) hours of reporting pay at no less than minimum wage if they are scheduled to work three or more hours, report to work on time, and are not given the expected work hours.

**New Jersey Employees:** Nonexempt employees who report to work at the Company's request, but perform no work, or less than one (1) hours' work, will be paid for one (1) hour of work at their regular rate, unless the Company has already made available to the employee the agreed upon minimum number of hours of work for the week.

**New York Employees:** Nonexempt employees who report to work at the Company's request but are furnished less than half of their usual or scheduled day's work, will be paid for half the usual or scheduled day's work, but not less than four hours' pay at their regular rate, without regard to the number of hours they actually worked, unless the reasons for the lack of work are beyond the Company's control. Reporting time pay will not be paid to an employee on paid standby status who is called to perform assigned work at a time other than the employee's scheduled reporting time. Reporting time hours are not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed. For example, if an employee who is scheduled to work an eight (8) hour shift is sent home after three (3) hours, the employee will receive four (4) hours' pay for that day, but the fourth hour of reporting time pay will not be treated as time worked for overtime purposes.

The Company will comply with all federal, state and local laws in accordance with other types of pay. Any questions can be directed to the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com))

## **Callback Pay**

Call-back pay is additional pay earned when an employee responds to a call-back notice from their employer. Please see below for the following state-specific information.

**California Employees:** A nonexempt employee who is called back for a second work period in a workday and is given less than two hours' work will be paid a minimum of two (2) hours' pay at the employee's regular rate of pay for the second work period, without regard to the number of hours actually worked, unless the reasons for any failure to furnish two (2) hours of work are beyond the Company's control.

Callback time is not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed.

**Washington Employees:** A nonexempt employee who has finished their work shift and has left the worksite or is in paid leave status, and is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated will be paid a minimum of two (2) hours' pay at the employee's regular rate of pay for the second work period. An employee with a scheduled second shift for the day does not qualify for callback time. Callback time is not counted as "hours worked" for overtime purposes beyond the time in which work actually is performed.

Innovative Driven will comply with all federal, state and local laws in accordance with Callback Pay. Please see Human Resources for more details.

## **Place and Time for Payment of Wages**

### **Regular Pay Days**

The pay period runs from Monday to Sunday each week. Employees are paid every Friday for work performed from the preceding week.

If a pay day falls on a holiday, ID will distribute paychecks on the preceding workday. For employees who are not on direct deposit, ID will distribute paychecks accordingly.

### *Direct Deposit*

Employees can have their pay deposited directly into a personal checking or savings account.

Employees can complete a direct deposit authorization form as part of onboarding.

Net pay is deposited into an employee's account and funds are normally available on each Friday of every week when the employee is actively working on a project for Innovative Driven. Employees should check with their bank to determine when the money will be available. Employees participating in the direct deposit program receive an earnings and withholding statement.

### *Error in Pay*

Precautions are taken to ensure employees are paid correctly. If there is an error with your paycheck, please notify your manager and the payroll department immediately (email: [IDR\\_Payroll@innovatedriven.com](mailto:IDR_Payroll@innovatedriven.com)). ID will make every effort to remedy the discrepancy as quickly as possible.

### *Lost Paycheck*

If your paycheck is lost or stolen, please immediately notify the Payroll Department ([IDR\\_Payroll@innovatedriven.com](mailto:IDR_Payroll@innovatedriven.com)). ID will issue a new paycheck after payment has been

stopped on the original check. If payment on the original check cannot be stopped, the Company is not obligated to indemnify an employee for any monetary loss.

### **Garnishments**

The Company complies with applicable state and federal laws regarding the garnishment and assignment of wages. Repeated garnishments for multiple debts can be grounds for discharge or other discipline as provided by applicable laws.

### **Payroll Deductions**

Deductions for Federal Income Tax, Social Security Tax, and Medicare are required by federal law. State Income Tax and State Disability Insurance deductions vary according to the state in which your work is performed. Other deductions for insurance or other benefits may be specifically authorized by the employee in writing or by electronic signature. Each paycheck stub itemizes amounts that have been withheld. It is the employee's responsibility to confirm the accuracy of payroll deductions and personal information and to notify their manager immediately of any changes. It is important that employees keep this information for tax purposes. Questions about deductions should be directed to Human Resources.

## **Employee Breaks**

Innovative Driven ("Company") is committed to providing all employees with legally required rest and meal breaks, regardless of whether work is performed remotely, in a client office, or at another approved location. This policy sets forth Innovative Driven's expectations for scheduling, taking, and recording breaks. Where applicable law provides for greater or different rights than those outlined here, the Company will comply with the law (see State-Specific Requirements section below).

### **Meal Breaks**

- Employees who work more than 8 hours in a workday must be provided with an unpaid, uninterrupted meal break of at least 30 minutes.
- Meal breaks are not counted towards hours worked.
- Meal breaks must be duty-free: employees must log out, stop work communications, and be fully relieved of responsibilities.
- If an employee is required or permitted to work during any portion of a meal break (including checking emails or messages), that time is compensable and must be recorded.
- Employees must take their required meal breaks and are not permitted to voluntarily skip them in exchange for additional pay.

### **Rest Breaks**

- Employees are entitled to a paid rest break of at least 10 minutes for every four (4) hours worked, or major portion thereof.
- Rest breaks should be scheduled near the middle of each work period where possible.
- Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times.
- Employees who voluntarily choose to skip a rest break will not receive additional pay, unless required by law.

## Lactation Breaks

- Employees will be provided with reasonable break time and a private, sanitary location (other than a restroom) to express breast milk for an infant child.
- For remote employees, the location may be within their home workspace. For employees at client sites, Human Resources will work with the client and employee to arrange appropriate accommodations.
- Lactation breaks should, where possible, run concurrently with meal or rest breaks.

## Scheduling and Enforcement

- Remote employees are expected to self-manage and schedule their breaks in compliance with this policy, and to accurately record their time in Innovative Driven’s timekeeping system.
- Employees who work in a client office must follow this policy while also adhering to any reasonable client workplace rules, provided those rules do not reduce the rights provided under applicable law. Where a client’s rules conflict with this policy or legal requirements, employees must notify their manager or Human Resources immediately.
- Failure to take required breaks, return from breaks on time, or properly record time may result in corrective action.
- If an employee believes they are being pressured to skip or shorten breaks, they must immediately notify Human Resources.
- Innovative Driven strictly prohibits retaliation against employees for taking legally required breaks or reporting concerns.

## Compliance

This policy is intended to comply with the most protective federal, state, and local requirements. If applicable law provides for additional, longer, or paid rest and meal breaks, Innovative Driven will comply with those requirements.

## State-Specific Requirements

Please see below for state-specific rest and meal break requirements. If a state requirement is more generous than this policy, the state requirement will apply; otherwise, the above Company policy remains in effect.

State	Rest Break Requirements	Meal Break Requirements
<b>California</b>	Employees are entitled to a <b>10-minute paid rest break</b> for every 4 hours (or major fraction) worked. Breaks should occur near the middle of each work period.	Employees are entitled to a <b>30-minute unpaid meal break</b> if they work more than 5 hours; a second 30-minute meal break is required if they work more than 10 hours. The first meal break must begin before the end of the 5th hour of work.
<b>Colorado</b>	Employees are entitled to a <b>10-minute paid rest break</b> for every 4 hours worked.	Employees are entitled to a <b>30-minute unpaid meal break</b> if the shift exceeds 5 consecutive hours.
<b>Connecticut</b>	No general rest break requirement.	Employees working <b>7.5 or more consecutive hours</b> are entitled to a <b>30-minute unpaid meal break</b> , scheduled after the first 2 hours and before the last 2 hours of work.

<b>Delaware</b>	No general rest break requirement.	Employees working <b>7.5 or more consecutive hours</b> are entitled to a <b>30-minute unpaid meal break</b> , between the first two and last two hours of the shift.
<b>Illinois</b>	No general rest break requirement.	Employees working <b>7.5 continuous hours</b> are entitled to a <b>20-minute unpaid meal break</b> no later than 5 hours into the shift.
<b>Kentucky</b>	Employees are entitled to a <b>10-minute paid rest break</b> for every 5 hours worked.	Employees working <b>8 or more consecutive hours</b> are entitled to an <b>30-minute unpaid meal break</b> .
<b>Maine</b>	No general rest break requirement.	Employees working <b>6 or more consecutive hours</b> are entitled to a <b>30-minute unpaid meal break</b> .
<b>Massachusetts</b>	No general rest break requirement.	Employees working <b>6 or more hours</b> are entitled to a <b>30-minute unpaid meal break</b> .
<b>Minnesota</b>	No general rest break requirement.	Employees working <b>8 or more consecutive hours</b> are entitled to an <b>30-minute unpaid meal break</b> .
<b>Nevada</b>	Employees are entitled to a <b>10-minute paid rest break</b> for every 4 hours worked (not required for shifts under 3.5 hours).	Employees are entitled to a <b>30-minute unpaid meal break</b> for each 8 consecutive hours worked.
<b>New Hampshire</b>	No general rest break requirement.	Employees are entitled to a <b>30-minute unpaid meal break</b> after 5 consecutive hours of work.
<b>New York</b>	No general rest break requirement.	Employees are entitled to a <b>30-minute unpaid meal break</b> after 6 consecutive hours of work.
<b>North Dakota</b>	No general rest break requirement.	Employees working <b>5 or more hours</b> are entitled to a <b>30-minute unpaid meal break</b> .
<b>Oregon</b>	Employees are entitled to a <b>10-minute paid rest break</b> for every 4 hours (or major fraction) worked.	Employees are entitled to a <b>30-minute unpaid meal break</b> for shifts between 6 and 8 hours; timing depends on total hours worked.
<b>Rhode Island</b>	No general rest break requirement.	Employees working <b>6 hours</b> are entitled to a <b>20-minute unpaid meal break</b> ; those working <b>8 hours</b> are entitled to a <b>30-minute unpaid meal break</b> .
<b>Tennessee</b>	No general rest break requirement.	Employees scheduled for <b>6 consecutive hours</b> are entitled to a <b>30-minute unpaid meal break</b> .
<b>Washington</b>	Employees are entitled to a <b>10-minute paid rest break</b> for every 4 hours worked; cannot work more	Employees are entitled to a <b>30-minute unpaid meal break</b> after 5 consecutive hours. If the employee

	than 3 hours without a rest break.	works 3+ hours beyond the regular shift, a second 30-minute unpaid meal break is required.
<b>West Virginia</b>	No general rest break requirement.	Employees working <b>6 consecutive hours</b> are entitled to a <b>20-minute unpaid meal break</b> .

## Timekeeping Responsibilities and Procedures

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Company to keep an accurate record of time worked to calculate employee pay and benefits. In turn, the Company requires that each employee accurately record the actual hours they work. It is a violation of this policy for employees to record hours that they did not actually work. It is also a violation of this policy for employees to *under* record the hours that they actually worked.

- Overtime hours must always be approved before they are performed. While employees will be paid for all overtime hours worked, regardless of whether the hours are approved, the Company may discipline employees who violate this policy by working overtime without prior approval. The Company reserves the right to delay payment of wages to hourly employees who do not report their time as required, except where prohibited by law.
- Errors on an employee's timesheet must be reported. Altering, falsifying, or tampering with time records, or recording time on another employee's timesheet may result in disciplinary action, up to and including termination of employment.
- The Company is committed to paying its employees for all hours worked. The Company does not permit any non-exempt employee to work "off the clock" for any reason. If any employee believes that they have not been paid for all hours worked, they should contact Human Resources to have the matter investigated.
- Additionally, the Company prohibits supervisors from making any improper deductions from the salaries of exempt employees. The Company does not allow deductions that violate the Fair Labor Standards Act or any applicable state/local laws. If an employee believes that an improper deduction has been made, the employee should immediately report this information to the Payroll Department (email: [IDR\\_Payroll@innovatedriven.com](mailto:IDR_Payroll@innovatedriven.com)). ID will promptly investigate reports of improper deductions and will promptly reimburse employees if it is determined an improper deduction has occurred.

## Attendance And Punctuality

A good record of attendance and punctuality is important to our efficient operation and overall success. Employees must report to work on time and work their regularly scheduled hours. Poor attendance, late arrivals, and early departures disrupt workflow, burden co-workers with extra tasks, lower morale, and affect the quality of services provided to our clients.

Employees must be ready to begin working at their scheduled starting time and must carry out their job duties during all scheduled work time. Employees must also be flexible regarding their work schedule based on the requirements of their position.

Employees who will be absent or unable to report to work on time are required to personally notify

their manager as soon as possible and no later than one (1) hour prior to their start time.

Employees who have prior knowledge that they will be absent from or late for work must notify their manager as far in advance as possible.

Employees absent from work for two (2) consecutive workdays without giving proper notice are considered as having voluntarily resigned from their employment as of their last day worked.

## **Personnel Records**

The information in an employee's personnel file is permanent and confidential and must be kept up to date. Employees should immediately make updates in the HRIS/Payroll system whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. Employees are also responsible for maintaining a current group life insurance beneficiary designation. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage.

Personnel files are the property of the Company and may not be removed from the Company's premises without written authorization from the Human Resources Department.

Innovative Driven will comply with all federal, state, and local laws in accordance with Personnel Records. Please see Human Resources for more details.

## **Personal Conduct**

Employees are required to conduct themselves in accordance with accepted business standards and abide by certain rules of conduct, ethical standards, performance, common sense, discretion, and good judgment when they are at the workplace, traveling on Company-related business or working on behalf of or representing the Company away from the workplace.

The following conduct is expected:

- Treating all customers, clients, vendors, visitors, and coworkers in a courteous and professional manner.
- Refraining from behavior or conduct that is offensive or undesirable.
- Reporting to supervisors suspicious, unethical, or illegal conduct by coworkers, customers, clients, vendors, or suppliers.
- Cooperating with Company investigations.
- Complying with all Company safety and security regulations.
- Wearing clothing appropriate for the work being performed.
- Performing assigned tasks efficiently and in accordance with established quality standards.
- Reporting to work punctually as scheduled and being ready for work, at the assigned starting time.

- Giving proper advance notice whenever unable to work or report on time.
- Smoking only at times and in places permitted by the Company rules or local ordinances.
- Maintaining cleanliness and order in the workplace and work areas.

## **Termination, Discipline, and Rules of Conduct**

### **Termination**

#### **Voluntary Termination**

The Company will consider an employee to have voluntarily terminated their employment if an employee does any of the following:

- 1) Elects to resign from the Company;
- 2) Fails to return from an approved leave of absence on the date specified by the Company; or
- 3) Fails to report for work without notice to the Company for two (2) consecutive days.

#### **Involuntary Termination**

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the Company's rules of conduct as set forth below.

Notwithstanding this list of rules, the Company reserves the right to discharge or demote any employee with or without cause and with or without prior notice.

Additionally, based on the nature of contract project work, employees will be notified as soon as reasonably feasible of the end of their current project assignment. This does not guarantee advanced notice of an assignment's conclusion.

### **Discipline and Rules of Conduct**

Employees are expected to observe certain standards of job performance and good conduct.

When performance or conduct does not meet Company standards, the employee will be subject to discipline up to and including termination.

The rules set forth below are intended to provide employees with notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which the Company determines adversely affects or is otherwise detrimental to the interests of the Company, other employees, or customers, may also result in disciplinary action.

#### **Job Performance**

Employees may be disciplined for poor job performance, including but not limited to the following:

- (1) Unsatisfactory work quality or quantity;
- (2) Excessive absenteeism, tardiness, or abuse of rest break and meal period policies;
- (3) Failure to follow instructions or Company procedures; or
- (4) Failure to follow established safety regulations.

#### **Misconduct**

The following are examples of some, but not all, conduct which can be considered unacceptable:

- 4) Obtaining employment on the basis of false or misleading information.

- 5) Stealing, removing, or defacing Company property or a co-worker's property, and/or disclosure of confidential information.
- 6) Completing another employee's time records.
- 7) Violation of safety rules and policies.
- 8) Violation of the Company's Drug and Alcohol-Free Workplace Policy.
- 9) Fighting, threatening, or disrupting the work of others or other violations of the Company's Workplace Violence Policy.
- 10) Failure to follow lawful instructions of a supervisor.
- 11) Failure to perform assigned job duties.
- 12) Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
- 13) Gambling on Company property.
- 14) Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
- 15) Wasting work materials.
- 16) Performing work of a personal nature during working time.
- 17) Violation of the Solicitation and Distribution Policy.
- 18) Violation of the Company's Harassment or Equal Employment Opportunity Policies.
- 19) Violation of the Communication and Computer Systems Policy.
- 20) Unsatisfactory job performance.
- 21) Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at will, and the Company reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, the Company will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

### **Attendance**

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- 22) Reporting to work on time, observing rest break and meal period policies, recording all time worked, and obtaining approval to leave work early; and
- 23) Notifying the supervisor in advance of anticipated tardiness or absence.

### **Discipline Procedure**

Employees are expected to conduct themselves in accordance with accepted business standards and meet certain performance standards. When an employee fails to meet established standards, it is in the best interest of the employee and Company to address the situation.

The Company reserves the right to administer and apply discipline at its sole discretion as it considers appropriate and necessary based on the specific facts and circumstances of a situation.

Furthermore, this disciplinary policy does not modify the Company's employment at will policy. An individual's employment with the Company may be terminated at any time, with or without advance notice, and with or without cause.

## **Employment at Will**

Nothing in this Guideline is intended to alter the at-will status of employment with the Company.

Either you or the Company may terminate the employment relationship at any time with or without cause and with or without prior notice. The Company reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures.

## **Drug-Free Workplace**

### **Purpose of Guideline**

It is the intent of the Company to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise the Company's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and operations, the Company has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with the Company, each employee must abide by this Guideline.

### **Definitions**

For purposes of this Guideline:

- "Illegal drugs or other controlled substances" means *any* drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

- "Possession" means that an employee has the substance on their person or otherwise under their control.

## **Prohibited Conduct**

### **Scope**

The prohibitions of this section apply whenever the interests of the Company may be adversely affected, including any time an employee is:

- 1) On Company premises;
- 2) Conducting or performing Company business, regardless of location;
- 3) Operating or responsible for the operation, custody, or care of Company equipment or other property; or
- 4) Responsible for the safety of others in connection with, or while performing, Company-related business.

### **Alcohol**

The following acts are prohibited and will subject an employee to discharge:

- 5) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- 6) Being under the influence of alcohol from unauthorized consumption.

### **Illegal Drugs**

The following acts are prohibited and will subject an employee to discharge:

- 7) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- 8) Being under the influence of any illegal drug or other controlled substance.

Despite many states' recent legalization of recreational and/or medical marijuana, the Company's zero tolerance policy prohibits any employee from having marijuana in their system while working and also prohibits any employee from possessing marijuana while on company property.

### **Legal Drugs**

The following acts are prohibited and will subject an employee to discharge:

- 9) The abuse of any legal drug;
- 10) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- 11) Working while impaired by the use of a legal drug whenever such impairment might:
  - a. Endanger the safety of the employee or some other person;
  - b. Pose a risk of significant damage to Company property or equipment; or
  - c. Substantially interfere with the employee's job performance or the efficient operation of The Company's business or equipment.

## **Disciplinary Action**

### **Discharge for Violation of Guideline**

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- (1) Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;
- (2) Resulted in significant damage to Company property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- (4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use;
- (5) Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee; or
- (6) Involved the failure of an employee to report a criminal conviction, as required by below policy.

## **Use of Legal Drugs**

The Company recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment.

Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, they may not report to work. To accommodate the absence, the employee may use accrued sick leave or other time off available, if applicable. The employee may also contact the Human Resources Department (email: [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com)) to determine whether they qualify for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction the use of accrued sick leave, personal leave, or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Guideline is intended to diminish the Company's commitment to employ and reasonably accommodate qualified disabled individuals. The Company will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

## **Inspections and Searches on Company Premises**

### **Purpose of the Guideline**

Company believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of the Company's business. The Company also intends to protect against the unauthorized use and removal of Company property. In addition, the Company intends to ensure access at all times to Company premises and Company property, equipment, information, records, documents, and files. At times, it may be necessary for the Company to provide records, information, or assistance to a government entity in accordance with the terms of a warrant, court order, or other order issued by law. Accordingly, the Company has established this Guideline concerning inspections and searches on Company premises. This Guideline applies to all employees of the Company.

### **Definitions**

For purposes of this Guideline: "Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in the Company's Drug-Free Workplace Guideline; drug-related paraphernalia; the unauthorized use or consumption of alcoholic beverages on Company property; or Company property and/or

proprietary and confidential information belonging to a third party that an employee is not authorized to have in their possession.

- (1) "Company property" includes all documents, records, software, electronic codes, data, and files, in both hard copy and electronic form, relating to the Company's business; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by the Company. Company property is intended to be inclusive of client property when an employee is working at a client work site.
- (2) "Company premises" includes all premises and locations owned or leased by the Company or under the control of the Company, including parking lots, lockers, and storage areas. Company premises are intended to be inclusive of client premises when an employee is working at a client work location.
- (3) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- (4) "Possession" means that an employee has the prohibited material or Company property on their person or otherwise under their control.

## **Inspections and Searches**

### **Access to Company Property**

1. In order to ensure access at all times to Company property, and because employees properly in possession of Company property or information related to Company business may not always be available to produce the property or information when needed in the ordinary course of the Company's business, the Company reserves the right to conduct a routine inspection or search at any time for Company property on Company premises. In addition, the Company reserves the right to access at all times information and communications stored in Company computer files, on Company mobile devices and in employee voicemail boxes and electronic-mail systems.
2. Routine searches or inspections for Company property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, Company-issued mobile device and/or laptop or similar places where employees may store Company property or company-related information, whether or not the places are locked or protected by access codes and/or passwords.
3. Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the Company.

### **Inspections and Searches for Prohibited Materials**

4. Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever the Company has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this Guideline.
5. Inspections or searches for prohibited materials may be conducted by an independent security service or by Company personnel.
6. Inspections or searches for prohibited materials may be conducted on a regular or random basis at locations where employees enter or exit Company premises, without regard to whether there is reasonable suspicion that any employee may be in possession of

prohibited materials in violation of this Guideline.

7. Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, the Company may announce the inspection in advance, *except* for inspections or searches conducted at locations where employees enter or exit Company premises. Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, company-issued mobile device or similar places where employees may place personal possessions or information, whether or not the places are locked, or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the employee while on Company premises.
8. In cases involving an inspection or search of an employee's pockets, purse, briefcase, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.
9. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that the Company will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employees were in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the Company of information that may clear them of suspicion. In addition, the Company reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

## **Approvals for Inspections**

1. In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee or group of employees may be in possession of prohibited materials in violation of this Guideline or may be using Company property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will be approved in advance by the highest ranking member of management in the Division who is available at the time the inspection or search is to be conducted and by the Human Resources Department or their designated alternate(s) in the event of unavailability.
2. All inspections or searches that are conducted as part of the Company's program of periodic (and unannounced) inspections will be approved in advance by the Human Resources Department, who will inform the onsite manager of the impending inspection prior to its occurrence.

## **Disciplinary Action**

Employees who are found to be in possession of prohibited materials in violation of this Guideline and/or in violation of Company Property; Proprietary and Confidential Information Guideline, the Technology Use and Privacy Guideline, and the Drug-Free Workplace Guideline, or employees who are found to have used Company property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of the Company's reason for conducting the search or inspection.

## **Confidentiality**

Managers and supervisors will make their best effort to restrict communications concerning a violation or possible violation of this Guideline to people who have an important work-related reason to know.

## **Workplace Violence**

### **Statement of Policy**

The company recognizes that workplace violence is a concern among employers and employees across the country. The Company is committed to providing a safe, violence-free workplace. In this regard, the Company strictly prohibits employees, consultants, customers, visitors, or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner. Moreover, the Company seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

The Company believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within Human Resources for responding to any situation that presents the possibility of violence.

### **Workplace Violence Defined**

Workplace violence includes, but is not limited to, the following:

- 1) Threats of any kind;
- 2) Threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others;
- 3) Other behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures;
- 4) Defacing Company property or causing physical damage to the facilities; or
- 5) With the exception of security personnel, bringing weapons or firearms of any kind on Company premises, in Company parking lots, or while conducting Company business.

### **Reporting**

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify Human Resources immediately (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

Further, employees should notify Human Resources and their supervisor if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace. No adverse employment action will be taken against an employee because they notify the Company of a potentially violent non-work situation.

### **Investigation**

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Company will inform the reporting individual of the results of the investigation. To the extent possible, the Company will maintain the confidentiality of the reporting employee and of the investigation. The Company may, however, need to disclose

results in appropriate circumstances, for example, in order to protect individual safety. The Company will not tolerate retaliation against any employee who reports workplace violence.

## **Corrective Action and Discipline**

If the Company determines that workplace violence in violation of this policy has occurred, the Company will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the Company will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

## **Security**

The Company works diligently to maintain a safe and secure workplace. If at any time you have reason to believe that your person or property is at risk, please contact your supervisor, a Company officer, or Human Resources immediately. Company employees are expected to:

- Report to your supervisor or human resources immediately if you have witnessed, or have knowledge of any suspicious persons or behavior, theft, vandalism, and/or violence.
- Report to your supervisor immediately any case of injury.
- Safeguard all personal belongings and confidential or work material while on Company premises, working remotely from a residential location as authorized, as well as on Company business travel.
- Do not operate or attempt to repair equipment without appropriate training.
- Do not dispense any prescription of over-the-counter drug or medication to another Company employee.

Any acts of actual or perceived violence in the workplace will not be tolerated. Any instances of violence must be reported to your supervisor or the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)). All complaints will be fully investigated. The Company reserves the right to access/inspect any “property” that is located on Company premises including, but not limited to, vehicles, work areas, desks, lockers, mail, e-mail, voicemail, telephone calling patterns, at any time.

Further, the Company reserves the right to access/inspect any of your personal property, including, but not limited to, vehicles, packages, workout bags, handbags, suitcases, when you enter or leave the Company premises.

Except as authorized by applicable law, employees are prohibited from possessing firearms or other weapons, explosives, and/or hazardous materials or articles on Company premises or while conducting Company business anywhere at any time.

## **Infectious Disease Control Policy**

A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

Because most of our employees work remotely, we ask all employees to continue practicing healthy

habits to reduce the spread of infectious disease in their daily environments. Effective include hand washing with warm, soapy water, covering your mouth whenever you sneeze or cough, and discarding used tissues promptly. For employees assigned to work onsite at client offices, it is important that you follow that workplace's specific health and safety protocols. Each client may have its own policies regarding sanitization or other protective measures, and you are expected to adhere to those guidelines while onsite.

Unless otherwise notified, our normal attendance and leave policies will remain in effect. If you anticipate challenges maintaining your regular work schedule during an infectious disease outbreak such as childcare disruptions or family care needs, we encourage you to plan ahead and to communicate proactively with your supervisor about possible arrangements, such as adjusted schedules or temporary workload modifications.

### **Not Working When Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. We provide certain time off benefits to compensate employees who are unable to work due to illness. Information on time off benefits can be found in the time off policies in this handbook.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### **Requests for Medical Information and/or Documentation**

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### **Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### **Social Distancing Guidelines for Workplace Infectious Disease Outbreaks**

In the event of an infectious disease outbreak, Innovative Driven may implement these social distancing guidelines to minimize the spread of the disease among the staff.

#### **During the workday**

Employees are requested to:

- 1) Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.

- 2) If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- 3) Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- 4) Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- 5) Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- 6) Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

## **Company Property; Confidential and Personal Information**

The security of Company property is of vital importance to the Company. Company property includes not only tangible property, like desks and computers, but also intangible property such as confidential information. It is critical for the Company to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times.

Nothing in this policy or in related policies is intended to interfere with an employee's right to discuss working conditions within the organization or with members of the public nor is there any restriction on an employee's right to labor organize.

### **Confidential and Personal Information**

"Confidential Information" means all information, not generally known, belonging to, or otherwise relating to the business of the Company or its clients, customers, suppliers, vendors, affiliates or partners, regardless of the media or manner in which it is stored or conveyed, that the Company has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes but is not limited to trade secrets as well as other proprietary knowledge, information, and know-how; non-public intellectual property rights, including business plans and strategies; manufacturing techniques; formulae; processes; designs; drawings; discoveries; improvements; ideas; conceptions; test data; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

"Personal Identification Information" includes individually identifiable information about employees, customers, consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to the Company regarding an individual's personal identity. There are laws in the United States and other countries that protect certain types of Personal Identification Information, and employees should not disclose such protected Personal Identification Information that has been acquired and retained by the Company about other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of the Company's business, protecting Confidential Information and Personal Identification Information is of vital concern to the Company. This information is one of the Company's most important assets. It enhances the Company's opportunities for future growth, and indirectly adds to the job security of all employees.

Failure to take reasonable measures to protect the Company's Confidential Information may

jeopardize its status as a trade secret. While employed by the Company, employees must not use or disclose any Confidential Information or Personal Identification Information that they produce or obtain during employment with the Company, except to the extent such use or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential Information or Personal Identification Information for any reason after the employment relationship with the Company ends. Misuse or unauthorized disclosure of Confidential Information or Personal Identification Information may result in immediate termination, as well as potential personal and criminal liability. Nothing in this Guideline restricts an employee from discussing their wages or other terms and conditions of employment with coworkers or others, to the extent protected by law.

## **Obligations on Termination**

On termination of employment, whether voluntary or involuntary, all tangible and intangible Company property must be returned to the Company immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information or Personal Information, and any copies thereof. Also, the terminating employee must immediately notify the Company if the employee has Confidential Information or Personal Information stored in the employee's personal computer, or in a mobile, cloud, or other storage medium, and work with the Company to identify all such Information and its location, and help ensure it is retrieved and/or permanently deleted by the Company (or the Company's designated agent).

## **Security**

To avoid loss of Company property, the Security Department maintains and promulgates security procedures, which include maintaining control of entrances, exits, restricted areas, document control, and record keeping. Specific procedures regarding the protection of Company property, traffic throughout the facilities, and designation of restricted areas are issued by the Security Department and posted on Company bulletin boards. In addition, employees are expected to comply with Company policies regarding the authorized and secure use of the Company's computer technology and are expected to abide by all of the company's security procedures.

Avoiding loss or theft of Confidential Information or Personal Identification Information is an important part of each employee's job. Accordingly, employees must observe good security practices. Employees are expected to keep Confidential Information secure from outside visitors and all other persons who do not have legitimate reason to see or use such information. Employees are not to remove Company property without authorization. Failure to adhere to Company policies regarding Confidential Information and Personal Identification Information will be considered grounds for dismissal.

Given the sensitivity of Confidential Information and Personal Identification Information, employees may only dispose of such information by secure methods approved by the Company. If an employee has any doubt or question about how to handle Confidential Information or Personal Identification Information, the employee should consult with the Company's Security Department.

## **Insider Trading**

Employees may acquire material non-public information about a publicly traded company as a result of their employment with the Company. Federal and state securities laws impose severe sanctions against any person who trades in securities while in possession of such information or

who discloses such information to another person who trades in securities.

Employees and members of their immediate families may not engage in securities transactions while in possession of material non-public information relating to the securities being transacted, may not recommend, or suggest that anyone else buy or sell such securities, use such information for any purpose whatsoever, or otherwise disclose such information to other people. The duty to maintain the confidentiality of such information continues after employment with the Company has ended.

“Material non-public information” is defined as any information about a company, favorable or unfavorable, that (a) has not been widely disseminated to the public, (b) could affect the market price of the company’s securities, and (c) would be considered important by an average investor in deciding whether to purchase, sell, or retain such securities. Examples of material non-public information include changes in management; gain or loss of a substantial contract or of a substantial customer, provider, vendor, or supplier; dividend increases or decreases; earnings estimates; significant new products or discoveries; major litigation by or against the company; merger or acquisition proposals; proposed divestitures; sale or purchase of assets; impending bankruptcy; and any other extraordinary developments affecting a company.

If you have any questions regarding whether certain information is material non-public information or if you may be violating securities laws by engaging in the transaction of specific securities, please contact a member of the Executive team.

## **Personal and Company-Provided Portable Communication Devices**

Company-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using Company- issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or

all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

## **Communication Systems**

Computers, e-mail, Internet access, the internal network, telephones (including cell phones and BlackBerrys) and voice mail, mail, facsimile machines, and copy machines are available to assist and support employees in performing their job duties. These systems, including the equipment and all communications and information transmitted by, received from, or stored in them, are the records and property of the Company, and not the private property of any employee. Employees should not expect privacy with respect to their use of these systems.

Although these systems are to be used for Company business, limited use for personal, non-business purposes is permitted if it does not involve a prohibited activity, interfere with an employee's productivity, or deplete system resources.

The Company reserves the right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete employees' use of these systems, including information, files, and other communications created, sent, stored, or received on them, at any time, with or without notice, and with or without an employee's permission.

Employees are not permitted to forward company emails to a private account unless prior written approval is given by the employee's supervisor.

## **Computers**

Maintaining the integrity of all computer data, programs, software, and equipment is important to the operation and success of the Company. All employees must use the computer system carefully and responsibly. All computer equipment, including hard drives, monitors, keyboards, laptops, speakers, modems, scanners, printers, other peripherals, and software are the property of the Company, and employees should have no expectation of privacy in any computer-related activities. Information maintained in the Company's computer system is considered confidential and proprietary and cannot be removed from the workplace in any form without the approval of an employee's manager.

The Company reserves the right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete any work an employee does on a computer, at any time, with or without notice, and with or without an employee's permission. Employees are prohibited from downloading or installing any non-business related or unauthorized software on their computer

without the approval of their manager.

Employees are given a username and a password to access the computer system and are not permitted to use a username or password that has not been issued to them by the Company. This information remains the property of the Company and must not be shared with other individuals. Employees must log out of the computer system and properly turn off their computer at the end of each day.

## **E-Mail System**

E-mail is provided to assist employees in communicating and sharing business related information with other employees, clients, candidates, consultants, vendors, and other individuals and entities doing business with the Company.

The e-mail system can be used to send or receive an occasional personal e-mail. However, employees must keep personal e-mails to a minimum. The Company reserves the right to discontinue the use of e-mail for non-business purposes.

Employees should have no expectation of privacy or confidentiality with respect to messages or files sent, received, or stored on the e-mail system and should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient(s). E-mail messages and files are the property of the Company and not the private property of any individual. Even if an e-mail message is deleted or erased, it is still possible to retrieve and read that message; therefore, ultimate privacy of any e-mail message cannot be guaranteed.

The Company reserves the right to review, monitor, access, audit, intercept, copy, print, read, disclose, modify, retrieve, and delete the contents of any e-mail messages or attached files, at any time, with or without notice, and with or without an employee's permission. Employees are not authorized to access, retrieve, open, or read any e-mail message not intended for them, unless they have been specifically authorized to do so by the intended recipient.

The e-mail system may not be used for any of the following purposes:

- to transmit or forward the Company's or its clients' confidential information to individuals or entities not authorized to receive such information
- to send, receive, copy or forward the copyrighted materials or confidential information of another individual or entity unless prior authorization for the material to be redistributed has been granted
- to create, send, transmit, retrieve, distribute or store any communications of an obscene, profane, offensive, hostile, discriminatory, derogatory, harassing, intimidating, disruptive, defamatory or otherwise unlawful nature; to otherwise compromise the business or legal interests of the Company or its clients; or to violate any policies, practices or procedures of the Company

Examples of prohibited communications include, but are not limited to, sexually explicit messages, cartoons or jokes; ethnic or racial slurs; any materials that can be construed to be harassment or disparagement of an individual based on their membership in a protected classification as defined in the equal employment opportunity policy statement; sending material non-public information about a company; solicitations for commercial ventures, religious or

political causes or outside organizations; and distributing or storing non-business material of a trivial or frivolous nature (e.g., chain letters).

Employees should promptly read and respond to e-mail messages. Outdated or otherwise unnecessary e-mail messages from the "in box" and "out box" should be deleted routinely. New messages should be checked frequently during the day. Employees should review all e-mail messages on a weekly basis and delete those no longer needed.

## **Electronic Communications**

While incidental and occasional personal use of the Company-provided electronic mail and Internet/Intranet/Extranet systems is permitted, you are expected to exercise good judgment regarding the reasonableness of your personal use. If you are uncertain about the reasonableness of your personal use, you should consult your supervisor. Under no circumstances may the Company's systems be used for personal solicitation of non-company business, the advancement of your personal views or for illegal activity.

For security and network maintenance purposes, authorized individuals within the Company may monitor equipment, systems, and network traffic at any time. The Company reserves the right to audit networks and systems on a periodic basis, without notification to the user, to ensure compliance with this policy.

The Company reserves the right to disclose any information or communications transmitted or received using Company-provided email and/or the Internet as may be appropriate, including disclosure to officers and/or appropriate law enforcement entities.

### Unauthorized E-mail Communications Include:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail Spam);
- Creation of publicly viewable Web pages related to Company business without the prior written approval of Human Resources;
- Any form of harassment via e-mail, telephone or paging, whether through language, pictures, frequency, or size of messages;
- Unauthorized use, or forging, of e-mail header information;
- Solicitation of e-mail for any e-mail address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;
- Use of unsolicited e-mail originating from within the Company's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service on any site hosted by the Company or connected via the Company's network;
- Intentional deletion of another individual's e-mail, of archived or filed e-mail, or those messages intended for retention. Deletion of such messages is considered destruction of Company property;
- Hosting of, participation in, or linking to internet chat rooms or bulletin boards at any time and more specifically the discussion of any Company matters in these forums.

Recipients of e-mail messages inadvertently sent or misaddressed to them should not copy, retain, or disclose the contents of such messages. Such messages should be deleted, and the sender should be notified, if possible, that the message was misaddressed.

Social Networking/Blogging/Personal Websites/Streaming Media: Conducting business-related information searches to retrieve content through the use of a social networking site (e.g., Instagram, TikTok, Facebook, Twitter, YouTube) while at work is permissible for all employees. No postings or other entries of any kind on these sites may occur from Company equipment without express approval from The Company and IT management.

When accessing LinkedIn, a professional networking site, electronic messaging is permitted so long as the message is business-related and does not violate any aspect of the Company's Information Technology Acceptable Use Policy. Should a legitimate business need require an employee to access a streaming media Internet site, a temporary exception may be requested from the Company's IT Director. Company employees must comply with the Company's confidentiality policy at all times, including comments posted on any blog, forums, and/or social networking site.

In addition, links, or references to the Company's website, or to the Company, or use of a Company email address, except for normal Company business, shall not be used without prior authorization from the Chief Executive Officer or Human Resources. When previously authorized, any information posted where the Company is identified in any manner must be appropriate and done with professionalism. It is possible that readers of employee-posted information may view the employee as a de facto spokesperson for the Company. Therefore, employees should make clear to potential readers that the views they express are theirs alone and that they are not authorized to speak on behalf of the Company.

Employees must remember that their on-line presence and actions captured via images, posts, or comments, may also reflect on the Company. Employees should respect their coworkers and their audience and avoid offensive language, including slurs, insults, and obscenities. Employees need to consider copyright and fair use laws, proprietary and confidential information, misleading statements, and false expectations of outcome.

In addition, users will be held fully accountable for any defamatory or disparaging remarks made against the Company, its management, its employees, or its clients. Regardless of privacy "settings," there is a risk that information placed on any social networking site is public and may eventually be seen. Avoid clicking on links on the Internet that are not directly related to your research. These programs may contain spyware that may track your activity as well as viruses that could pose a risk to the Company's network. Unless specifically authorized to do so by the Company's IT Director, users are prohibited from "blogging" during working hours and may not use Company computers (or other Company-provided devices) to blog unless for work or company purposes.

## **Internet**

Access to the Internet may be provided to enable employees to obtain business-related information that will assist them in better performing their job duties.

Employees are not permitted to use the Internet for any of the following purposes:

- to send, receive, store, copy, forward, browse or view any material which is obscene, profane, offensive, hostile, discriminatory, derogatory, harassing, intimidating, disruptive, defamatory or otherwise unlawful to compromise the business or legal interests of the Company or its clients
- to violate any policies, practices or procedures of the Company
- to send, receive, copy, or forward the copyrighted materials or confidential information of another individual or entity unless prior authorization for the material to be redistributed has been granted.

The Company reserves the right to review, monitor, access, audit, intercept, and disclose an employee's Internet use, at any time, with or without notice, and with or without an employee's permission.

Employees should have no expectation of privacy or confidentiality with respect to their Internet use.

## **Information Technology Acceptable Use Policy**

This policy governs all uses of Company's computer hardware, software, computer networks, telephone systems, electronic mail, and all other aspects of Company technology. The policy applies to all individuals who use Company technology, including employees, independent contractors, clients, and vendors. Complying with this policy is mandatory. By using any Company technology, employees agree to comply with the following terms:

- **Don't Download Improper Materials.** Do not download, display on, or otherwise transmit through Company computer systems any material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene or otherwise illegal.
- **Don't Misuse the Systems.** Do not use Internet access for online gambling, or Internet auction sites, playing computer games, or performing any type of hacking-related activity.
- **Don't Violate Copyright Laws.** Do not download or store any content that violates copyright law. Don't use Company computer systems to download music, images, or other copyrighted materials, unless you are sure you have permission. Don't use Company computer systems for downloading from any peer-to-peer networks.
- **Keep Confidential Information Secure.** Company computer systems contain financial, business, and marketing information, personal contact information for employees and clients, software source and object code, protected health information under the Health Insurance Portability and Accountability Act ("HIPAA"), and other information that is confidential ("Confidential Information"). Use caution when sending Confidential Information in an email or voicemail message. If you receive Confidential Information that you are not supposed to view, let the sender and your supervisor know immediately.
- **Conserve Resources.** Don't use Company computer systems in a manner that uses up large amounts of file space or slows the systems functions. Limit personal use of the systems
- **Don't Expect Privacy.** The Company has the right to monitor any activity occurring within the Company computer systems. Access is granted to systems solely to conduct

Company business. The Company IT and Human Resources departments can and may review any information that you create, store, send, or receive through the Systems, including e-mail and instant messages. Be aware that deleting e-mails and IM messages may not remove this information from the systems

- **Keep Your Login Private.** Don't share your password with others. Change your password often. Lock up or log off your workstation at the end of each day. Make sure your password is not easy to guess. Use a minimum of eight (8) letters and include numbers and special characters (e.g., @, #, \$, %)
- **Report Breaches of Security.** Immediately report any suspected or confirmed security incidents to your supervisor or the IT department.

## **Telephones**

Personal calls must be kept to a minimum and not interfere with an employee's job performance. Personal cell phone usage is similar to a Company phone in that its use should also be limited to breaks and meal periods when possible. It is also the Company's practice that all employees who utilize a mobile telephone do so safely and take appropriate precautions to avoid injuring themselves and/or others.

## **Use of Social Media**

The Company respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter, or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Company equipment or property. All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter, or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not the Company's position. This is necessary to preserve the Company's goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Company policies apply equally to employee social media usage.

The Company encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

## External Communications

Occasionally employees may be contacted by outside sources requesting information about Company matters, including information regarding current or former employees, Company projects, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about the Company to outside sources, any employee asked to speak for or on behalf of the Company by any outside source should immediately contact the appropriate Company official or reach out to Human Resources directly.

Employees violating this policy may be subject to discipline, up to and including termination of employment.

This policy is in no way intended to prohibit an employee from documenting and speaking with outside third parties regarding perceived or alleged unacceptable or illegal working conditions. The policy is also in no way intended to deter any employee from speaking with any individual regarding labor organizing.

## Employment References and Verifications

No employee, other than the Human Resources Department, is authorized to provide employment references or employment verifications for any current or former employee. The Company's authorized representative(s) may verify dates of employment, last position held, and salary at discharge but will not disclose any other information unless the current or former employee provides written authorization to the Company to provide additional detail.

## Dress and Grooming Standards

The Company considers the presentation of the Company image to its customers, suppliers, and the public at large to be extremely important. Since the Company's product includes service, and excellent service can only be provided through its employees, the Company not only seeks good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation. All employees, whether working on-site or remotely, are expected to present themselves in a manner that supports the company's values and reflects positively on company brand.

## General Expectations (All Employees)

- Employees should maintain a clean, neat, and well-groomed appearance during working hours and when representing the company.
- Clothing and personal presentation should be appropriate for a diverse workplace and should not display offensive, discriminatory, or inappropriate images or text.
- Cultural, religious, and disability-related attire and grooming practices are respected and accommodated unless they pose a safety concern.

## In-Person Work

Employees working in an in-person, office setting must follow these guidelines:

- Wear attire appropriate to the nature of the work being performed
- Clothing should be clean, presentable, and free of excessive wear (e.g., large tears, stains).
- Footwear must be safe, suitable for the workplace.
- Personal hygiene should be maintained to ensure a comfortable and professional environment

## Remote Work

While remote work allows for greater flexibility, employees are expected to remain professional:

- Clothing should be appropriate for video meetings and interactions with colleagues and clients. Business-casual attire is recommended when on camera.
- Employees should present a tidy, camera-ready appearance during virtual meetings (e.g., grooming, clean attire).
- Pajamas, overly casual clothing, or attire that would be considered inappropriate in a workplace setting should be avoided during any on-camera interactions.
- Although remote employees have flexibility in personal grooming during off-camera work, hygiene and appearance should still support productivity and professionalism.

## Smoking

The Company maintains a smoke- and tobacco-free environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes including electronic smoking devices or e-cigarettes, pipes, hookahs, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the Company. In any place, except in restricted smoking area(s), right of non-smokers to breathe clean air prevails over the right of the smokers to smoke.

## Solicitation and Distribution

The solicitation of employees and distribution of literature, pamphlets, documents, or any other materials in the workplace in connection with causes unrelated to work, charities, commercial ventures, groups or interests through the use of any means, including the e-mail system, is prohibited, except if authorized by the Company.

## Sick Leave

The Company will comply with all federal, state, and local laws in accordance with sick and safe leaves, as well as any temporary laws enacted.

Employees are assigned sick leave based on their physical working location if that location is required for sick and or safe leave.

Please refer to your onboarding packet containing sick leave information if applicable. Please see Human Resources for further details, and if you have questions.

Part-time and temporary employees are not eligible for paid holiday benefits. Employees required to work on a company observed holiday will be paid at their normal base rate for all hours worked. Overtime provisions will apply.

## Leaves of Absence

### **Family and Medical Leave (FMLA) [All States] and California Family Rights Act (CFRA) [California]**

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"). This policy provides employees with information concerning FMLA/CFRA entitlements and obligations employees may have during such leaves.

Whenever permitted by law, the Company will run FMLA leave concurrently with CFRA, and any

other leave provided under state or local law. If employees have any questions concerning FMLA/CFRA leave, they should contact the Human Resources department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

## Eligibility

FMLA/CFRA leave is available to "FMLA/CFRA eligible employees." To be an "FMLA/CFRA eligible employee,"

- 1) the employee must have been employed by the Company for a total of at least 12 months at any time prior to the commencement of a FMLA/CFRA leave (which need not be consecutive);
- 2) the employee must have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave to the extent permitted by applicable law; and
- 3) there must be 50 or more employees whose work locations are within 75 miles of the Company's worksite.

## Entitlements

As described below, the FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

### *A. Basic FMLA/CFRA Leave Entitlement*

The FMLA/CFRA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is measured forward from the date of the employee's first FMLA leave usage. In some instances, leave may be counted under the FMLA but not CFRA or CFRA but not the FMLA. In addition, the employee who is not eligible for CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement can meet this requirement while on leave because leave to which the employee is otherwise entitled counts toward length of service requirement (but not the 1,250 hours requirement).

It is the Company's policy to provide the greater leave benefit provided under the FMLA or CFRA and to run leave concurrently under the FMLA and CFRA whenever possible.

Leave may be taken for any one or for a combination, of the following reasons:

1. disability due to pregnancy, childbirth or related medical condition (counts only toward FMLA and California Pregnancy Disability Leave ("PDL") leave entitlements);
2. bonding and/or caring for a newborn child (counts toward FMLA and CFRA leave entitlements);
3. for placement with the employee of a child for adoption or foster care and to care for the newly placed child (counts toward FMLA and CFRA leave entitlements);
4. to care for the employee's spouse, child or parent (but not in-law) with a **serious health condition** (counts toward FMLA and CFRA leave entitlements, except time to care for the employee's registered domestic partner does not count towards FMLA leave, only CFRA leave);
5. for the employee's own **serious health condition** that makes the employee unable to perform one or more of the essential functions of the employee's job (counts toward FMLA and CFRA leave entitlements; but does not count toward CFRA entitlement if leave is for employee's disability due to pregnancy, childbirth or related medical condition); and/or
6. because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active

duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country (counts toward FMLA leave entitlement only).

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

*Additional Military Family Leave Entitlement (Injured Servicemember Leave) please see Human Resources for additional information.*

## **Employee FMLA/CFRA Leave Obligations**

### **Provide Notice of the Need for Leave**

Employees who wish to take FMLA/CFRA leave must timely notify the Company of their need for FMLA/CFRA leave. The following describes the content and timing of such employee notices.

### **Content of Employee Notice**

To trigger FMLA/CFRA leave protections, employees must inform Human Resources (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)) of the need for FMLA/CFRA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA/CFRA leave specifically or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA/CFRA-qualifying.

For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country; or
- the leave is for a family member whose condition renders the family member unable to perform daily activities or the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA/CFRA leave under this policy. Employees must respond to the Company's lawful questions to determine if absences are potentially FMLA/CFRA-qualifying.

If employees fail to explain the reasons for FMLA/CFRA leave, the leave may be denied. When employees seek leave due to FMLA/CFRA-qualifying reasons for which the Company has previously provided FMLA/CFRA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA/CFRA leave.

### **Timing of Employee Notice**

Employees must provide thirty (30) days' advance notice of the need to take FMLA/CFRA leave when the need is foreseeable. When thirty (30) days' notice is not possible or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case.

Employees that fail to give thirty

(30) days' notice for foreseeable leave without a reasonable excuse for the delay or otherwise

fail to satisfy FMLA/CFRA notice obligations, may have FMLA/CFRA leave delayed or denied, to the extent permitted by applicable law.

#### [Cooperating in the Scheduling of Leave of Planned Medical Treatment \(Including Accepting Transfers to Alternative Positions\) and Intermittent Leave or Reduced Leave Schedules](#)

When planning medical treatment or requesting to take leave on an intermittent or reduced schedule work basis, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations. Employees must consult with the Company prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the applicable health care provider. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave. To the extent permitted by applicable law, when employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

#### [Submit Initial Medical Certifications Supporting Need for Leave \(Unrelated to Requests for Military Family Leave\)](#)

Depending on the nature of FMLA/CFRA leave sought, employees may be required to submit medical certifications supporting their need for FMLA/CFRA-qualifying leave. As described below, there generally are three types of FMLA/CFRA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**. It is the employee's responsibility to provide the Company with timely, complete, and sufficient medical certifications. Whenever the Company requests employees to provide FMLA/CFRA medical certifications, employees must provide the requested certifications within fifteen (15) calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will delay or deny FMLA/CFRA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications, to the extent permitted by applicable law.

The Company may contact the employee's health care provider to authenticate completed and sufficient medical certifications. Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

#### [Initial Medical Certifications](#)

Employees requesting leave because of their own or a covered relation's, serious health condition or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least thirty (30) days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year or when an initial medical certification has expired.

If the Company has reason to doubt the validity of initial medical certifications regarding the

employee's own serious health condition, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

#### Medical Recertifications

Depending on the circumstances and duration of FMLA/CFRA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least fifteen (15) calendar days to provide medical recertification. In cases of leave that qualify under CFRA, recertification will generally only be requested when the original certification has expired.

#### Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The employee taking intermittent leave may be required to provide a return-to-work release for such absences up to once every thirty (30) days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

#### Reporting Changes to Anticipated Return Date

If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice [i.e., within two (2) business days] of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

#### Questions and/or Complaints about FMLA/CFRA Leave

If employees have questions regarding this policy, please contact Human Resources (email: [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com)). The Company is committed to complying with FMLA and CFRA and, whenever necessary, shall interpret and apply this policy in a manner consistent with FMLA and CFRA.

The FMLA makes it unlawful for employers to 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Head of Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

## **Other Leaves of Absence**

### **Military Leave of Absence and Military Spouse Leave where applicable**

The Company will grant employees a military leave of absence to the extent required by applicable federal and state law.

### **Jury and Witness Duty**

The Company will provide employees with time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The Company will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.

Employees will be granted a paid leave of \$40 a day up to three (3) days of jury duty unless they are in a state or county that requires specific pay for jury duty.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

### **Voting Time Off**

To find out more information regarding your state's voting time off, please reach out to Human Resources at [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com).

## **Employee Benefits**

The Company provides benefits as described in general terms below. The terms on which benefits are made available to employees are set forth in the governing plan documents. In the event of a conflict between the following descriptions and the terms of the plan documents, the plan documents will control. This handbook is not a plan document and does not create any enforceable rights with respect to benefits or otherwise. The Company reserves the right to eliminate or modify any of its benefits at any time without prior notice. Employees who have any questions regarding benefits should contact the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

### **Insurance Benefits**

#### **Workers' Compensation Insurance**

The Company carries workers' compensation insurance coverage as required by law to protect employees injured on the job. This insurance provides coverage for certain medical, surgical, and hospital treatment in addition to payment for a portion of any lost earnings that result from work-related injuries. Compensation payments generally begin on the first day of an employee's hospitalization or on the fourth day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by the Company.

#### **State Disability Insurance**

To find out more information regarding your State provided disability insurance, please reach out to [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com).

#### **Medical, Dental, and Vision Insurance**

All employees classified by the Company as Contract employees paid on a weekly basis regularly

working at least thirty (30) hours per week and their dependents currently are eligible to participate in the Company's Contractor-designated medical, dental, and vision insurance plans starting the first day of the month following date of hire. The premium cost for eligible employees will be provided to you separately. You also may view options on Employee Navigator ([www.employeenavigator.com](http://www.employeenavigator.com)) or contact the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)) to obtain the current premium schedule.

### **Conversion/Post-Employment Insurance Options**

Pursuant to COBRA and Cal-COBRA eligible employees and their dependents may be entitled to continue medical, dental, vision and health flexible spending account coverage after employment with the Company ceases or certain other qualifying events occur. COBRA information is provided separately. In addition, you also can contact the Human Resources Department (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)) to obtain COBRA information.

### **Insurance Coverage Information**

Eligibility requirements and further information concerning insurance coverage are fully explained in the applicable plan documents, summary plan descriptions, and any applicable summaries of material modification, available from the Human Resources Department and located on the Employee Navigator system ([www.employeenavigator.com](http://www.employeenavigator.com)) using an individual unique login. Reach out to Human Resources ([IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)) for more information. In all cases, however, the applicable plan document controls over any summary or other communication for purposes of determining your rights and benefits.

### **Retirement Program**

A 401(k) Plan is provided to eligible employees.

Employees are eligible to enroll in ID's 401(k) retirement plan on the first of the month following satisfying one of the following service requirements:

- 12 months of employment with at least 1000 hours worked, or
- Two consecutive years with at least 500 hours worked each year (totaling 1,000 hours).

We offer a 401(k) plan with employer match to employees who meet the appropriate eligibility requirements. Keep in mind if you become eligible or need to make changes to your current 401(k) account, you can do so on the Empower Retirement website (see link below). The details listed here are for informational purposes only. You must enroll, change and make plan fund updates on the Empower site.

Employees can defer contributions from their compensation each year, up to a maximum amount as mandated by federal law. Changes to the amount deferred can be made on a weekly basis online or by filling out a salary deferral change request and returning it to Human Resources. New employees may roll over funds from a previous employer's 401(k) Plan; however, additional contributions may not be made until the eligibility requirements for the Company's 401(k) Plan have been satisfied.

Empower Retirement:

**Enrollment Information:**

Empower sends a letter to newly eligible employees a month before they become eligible. The letter contains information on how to register, set up your deferral amount and pick your funds.

If you have any questions, you can reach out to Human Resources at [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com).

**Employer Match:**

100% match up to 3% employee contribution and 50% match for 4%-5% employee contribution. The employer match is Safe Harbor and vests immediately every payroll.

## **Compliance Notifications**

Please use the following link to access all required labor law compliance notifications for applicable Federal, State, and local information. If you have any questions about these postings, please direct them to Human Resources (email: [IDR\\_HR@innovatedriven.com](mailto:IDR_HR@innovatedriven.com)).

**Link:**

## **ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**

Employee Name: \_\_\_\_\_

I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that I am responsible for reading the Handbook and for knowing and complying with the policies set forth in the Handbook during my employment with the Company.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that, except for the Company's at-will employment policy, the Company may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because the Company cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the Company's guidelines or procedures, I should consult the Company's Human Resources Department.

I understand and agree that my relationship with the Company is "at-will," which means that my employment is for no definite period and may be terminated by me or by the Company at any time and for any reason, with or without cause or advance notice. I also understand that the Company may demote or discipline me or otherwise alter the terms of my employment at any time at its sole discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by a member of the Executive team of the Company, that no other employee or representative of the Company has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in

writing and signed by a member of the Executive team of the Company. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any guideline or practice of the Company now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

I have carefully read this Acknowledgement of Receipt.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Document Control**

Version: 2

Date of version: 12/09/2025

Created by: Bailey Fricke

Approved by: Cheryl Downey

Confidentiality level: Internal Use

**Change History**

Date	Version	Created By	Description of Change
3/27/23	1	Bailey Fricke	Initial Release
11/27/24	1.1	Yusol Kim	401k Information Updated
12/09/2025	2.0	Bailey Fricke	Annual Handbook Revision