

Employee Handbook

I. OVERVIEW

First Tek, Inc. ("First Tek") has prepared this employee handbook to provide you with an overview of First Tek's policies, benefits, and rules. It is intended to familiarize you with important information about First Tek, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this booklet only highlights our company's policies, practices, and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits, and regulations governing the employees of First Tek, and is not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by First Tek, Inc. at any time, without advance notice.

All employees are expected to abide by the terms of this Handbook. The highest standards of personal and professional ethics and behavior are expected of all First Tek employees. Further, First Tek expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of First Tek's staff and the general public.

II. EMPLOYMENT

An Employee may be terminated at any time from employment with First Tek for any cause or for no cause without prior notice, unless an employee has a written employment agreement that states otherwise.

III. EQUAL EMPLOYMENT OPPORTUNITY

First Tek provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

First Tek will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of First Tek may have violated the Equal Employment Opportunity Policy should report the possible violation to senior management. If First Tek determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, First Tek will inform the employee who made the complaint of the results of the investigation.

First Tek is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at First Tek for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on First Tek. Employees who believe that they may require an accommodation should discuss these needs with senior management. If you have any questions regarding this policy, please contact senior management or any corporate officer of First Tek.

American with Disabilities Act

It is First Tek's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. First Tek is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. First Tek recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

In accordance with the Americans with Disabilities Act, employees with AIDS will be treated like any other ill employee. If the individual is fit to work, he or she will be provided with work in accordance with normal procedures. Usually, no special precautions in the workplace are indicated. However, employees with AIDS may request reasonable accommodation by contacting the company's medical officer or human resources department. We are committed to safeguarding the health of all employees and maintaining productivity.

IV. POLICY AGAINST WORKPLACE HARASSMENT

First Tek is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

First Tek's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, First Tek has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. First Tek's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. First Tek Professionals policy against harassment covers employees and other individuals who have a relationship with First Tek which enables First Tek to exercise some control over the individual's conduct in places and activities that relate to First Tek's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Other Types of Discriminatory Harassment:

It is also against First Tek's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, genetic predisposition or carrier status, age, national origin, arrest record, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, genetic predisposition or carrier status, national origin, arrest record, or disability and that is circulated in the workplace, or placed anywhere in First Tek's premises such as on an employee's desk or workspace or on First Tek's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- Is made an explicit or implicit condition of employment;
- Is used as the basis for employment decisions;
- Unreasonably interferes with an individual's work performance; or
- Creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- Repeated sexual flirtations, advances or propositions;
- Continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same;
- Asking questions about sexual conduct;
- Any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with First Tek, regardless of gender.

It is also against First Tek's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment:

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of First Tek, you should report the incident immediately to your supervisor or to the President or Vice President. Possible harassment by others with whom First Tek has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken. First Tek will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation.

First Tek's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred. If First Tek determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, First Tek will inform the employee who made the complaint of the results of the investigation. Compliance with this policy is a condition of each employee's employment.

V. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on First Tek property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by First Tek may not solicit or distribute literature on First Tek's premises at any time for any reason. Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of management.

VI. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work:

The normal work week for First Tek shall consist of five (5) days, Eight (8) hour. Ordinarily, work hours are from 9:00 a.m. – 5:30 p.m., Monday through Friday, including one half hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to First Tek's work assignments, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality:

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible. For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence. Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or management will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with First Tek. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, First Tek may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime:

Employee is not approved to work any overtime hours. An Employee will be very rarely asked to work overtime. Employee fully understands, acknowledges and agrees that he/she shall not work more than 40 hours per week nor more than 8 hours per day. If a need arises for any overtime work, an employee must have a written approval from his or her supervisor and the management. Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, personal leave or any leave of absence will not be factored in as hours worked when calculating overtime.

VII. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. First Tek is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by First Tek
2. Full-Time Employee. A Full Time Employee regularly works at least 30 hours per week
3. Part-Time Employee. A Part Time Employee regularly works less than 30 hours per week but no less than 17 ½ hours per week.
4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non- Exempt Employees, an accurate record of hours worked must be maintained. First Tek will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
6. Temporary Employee. Employees engaged to work full-time or part-time with the understanding that their employment will be terminated no later than upon completion of a specific assignment (Note that a temporary employee may be offered and may accept a new temporary assignment with the company and thus still retain temporary status). Such employees may be "Exempt" or "nonexempt" as defined above. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *First Tek Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

VIII. COMPENSATION & PAYROLL PRACTICES

Timesheets are due to your supervisor within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement). In addition, First Tek makes available certain voluntary deductions as part of First Tek's benefits program. If an employee elects supplemental coverage under one of First Tek's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to First Tek.

Pay Schedule

Employees will be paid Monthly/Bi-Monthly. If the regular payday falls on a holiday, payday will be the first regular workday before the holiday.

Salary Deduction Policy for Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wages for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet the requirements of the FLSA and Department of Labor's regulations.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

What to Do If an Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, a Human Resources manager, or First Tek's representative responsible for payroll.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Timekeeping Rules for Non-Exempt Employees

First Tek strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees payment of minimum wage and overtime. The rules below are designed to help First Tek with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only.

If you are unsure of your status as exempt vs. non-exempt, please ask your human resources manager.

- You must keep an accurate record of all of your work hours in the manner designated by First Tek (e.g., handwritten time card, time clock, timekeeping computer program, etc).
- Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.
- Enter the exact time that you begin and end working on your time records. Record all breaks during which you are completely relieved from work duties if they exceed 60 minutes, including meal breaks. You should not be performing any work during your recorded breaks, as these entries may

be deducted from your total work hours as non-compensable time off.

- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. If you do perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.

IX. NON-COMPETITION AND NON_SOLICITATION

Employee agrees that during Employee's employment with First Tek and for three (3) years thereafter Employee will not directly or indirectly induce or attempt to induce any customer, client, supplier or business relation of First Tek to cease doing business with First Tek, or in any way interfere with relationships between these parties and First Tek or hire, retain, or attempt to hire or retain, or induce or attempt to induce to leave their employment or terminate their contracts with First Tek, or in any other way interfere with the relationship between First Tek and any of its employees or contractors.

Employee further agrees not to be employed by any First Tek client, vendor, end-user, customer, middle vendor or any party to which Employee worked with and/or learned of in the course of providing services under this Agreement. Employee agrees that for a period of two (2) years following the termination of the Employee's employment Employee shall not directly or indirectly, on behalf of any individual or entity, to solicit, accept or divert any employment, business, computer consulting contracts or make any contacts with any client, vendor, end-user, customer, middle vendor or otherwise take away from the First Tek any business the First Tek had or was actively soliciting during the Employee's engagement during the aforesaid time period. Employee agrees that all clients, vendors, end-users, customers and middle vendors are the property of First Tek and shall remain with First Tek after Employee's employment terminates regardless if Employee introduced or brought into First Tek prior to, during or at the time of Employee's employment the aforesaid clients, vendors, end-users, customers and middle vendors.

X. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance. The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate First Tek needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within First Tek To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of First Tek and what is expected of the employee in contributing to the success of First Tek for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives. Management reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by management.

XI. ECONOMIC BENEFITS AND INSURANCE

First Tek shall provide a competitive package of benefits to all eligible full-time and part-time employees. The outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by First Tek. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee expense and only if permitted by policies and statutes. Management will determine levels of deductibility and co-payments for all insurance related benefits annually.

A. Health Insurance

First Tek currently provides individual health insurance benefits for eligible full-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first full month of employment. Eligible employees may elect to participate in available health plan(s) offered by First Tek. First Tek reserves the right to change the portion that employee may be required to pay in the future. First Tek does not provide health insurance for employees' spouse and dependents. All costs for such family coverage shall be borne solely by employees. Information about First Tek then-current health plan(s) will be provided to the employee at the time of employment.

B. Social Security/Medicare

As an employer's federal payroll tax responsibility, First Tek withholds from an employee's payroll all federal and State taxes and remits it the respective agency.

C. Workers-Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and First Tek, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from First Tek.

XII. HOLIDAYS AND OTHER WORK POLICIES

A. Holidays

First Tek observes the following holidays:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

C. FMLA POLICY

First Tek will afford its employees family and medical leave guaranteed by the applicable federal and state law(s) under the Family and Medical Leave Act (FMLA). Under this policy, First Tek will grant to eligible employees, during a "rolling" 12-month period, up to 12 weeks of job protected unpaid leave, up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness, or in cases of childbirth or adoption up to four (4) months.

If an employee needs to take a leave of absence due to pregnancy or pregnancy-related condition, it must be handled like any other medical condition. If an employee anticipates being absent for maternity, they must provide written notification and a physician's statement to First Tek, at least six (6) weeks before the expected departure date. This notification must include an anticipated date of return to work.

From a legal standpoint, maternity leave is considered a medical disability. Therefore, it requires a physician's statement of disability. The physician's statement of disability determines how long the patient is considered medically disabled. If an employee wishes to extend her leave period beyond the physician's stated return-to-work date, she must request an unpaid personal leave of absence.

It is the employee's responsibility to file for the short term disability from the relevant state agency. First Tek will provide the necessary documentation and forms required for the employee to file for the same.

Employees must use any accrued vacation, or other eligible earned paid time off, during their family medical leave or care leave period. If leave request is based on an employee's own serious health condition or for the purposes of caring for a seriously ill family member, certification of the qualifying health circumstances must be provided to First Tek. Please refer to the FMLA Policy document.

D. Personal Leave

First Tek may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of First Tek for 12 months.

First Tek may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and First Tek may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, First Tek may also require the employee to provide documentation establishing the employee's ability to return to work.

First Tek reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with First Tek.

Leaves of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off. Employees may be eligible for benefits during a leave under First Tek's short-term and long-term disability plans.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. First Tek will, however, make an effort to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

E. Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately.

Unless otherwise required by state or local law, First Tek will not continue your salary during your

active period of jury duty. All employees are given time off without pay while serving jury duty.

If excused or released from jury duty, employees are expected to return to work promptly. Employees are also allowed unpaid time off if summoned to appear in court or a proceeding as a witness.

F. Military Leave

YOUR RIGHTS UNDER THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- You ensure that your employer receives advance written or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

Right to Be Free From Discrimination And Retaliation

If you:

- Are a past or present member of the uniformed service;
- Have applied for membership in the uniformed service; or
- Are obligated to serve in the uniformed service;

Then an employer may not deny you:

- Initial employment;
- Reemployment;
- Retention in employment;
- Promotion; or
- Any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

XIII. REIMBURSEMENT OF EXPENSES

After prior approval of his/her supervisor and the management, reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Employees are responsible for transportation costs between the office and home during normal work hours. If Receipts

are not provided within two months of claim, they will be considered as cash advances and will be deducted from Employee Salary. Every one of the expense has to be pre-approved by his/her supervisor and management at First Tek.

XIV. RETURN OF PROPERTY

Employees are responsible for First Tek equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

When an Employee's employment with First Tek terminates, for whatever reason, the Employee is required to immediately return all company-owned property used during his/her employment, and all documents, disks, and other materials containing proprietary or confidential information belonging to First Tek. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to First Tek.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, microfiche or electronic medium, belonging to First Tek, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to First Tek products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and employee information. These items are property of First Tek.

XV. PERSONNEL RECORDS

Personnel records are the property of First Tek, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee that includes Employment Form, I9, W4, SSN, Employment Authorization Documents, Letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by management. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including separation from employment with First Tek

XVI. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about First Tek, or its members or donors, as a result of working for First Tek that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by First Tek or to other persons employed by First Tek who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of First Tek. The disclosure, distribution, electronic transmission or copying of First Tek's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential First Tek information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information. Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

XVII. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of First Tek's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and First Tek's telephone, voice mail and electronic mail systems. First Tek has provided these systems to support its mission.

Although limited personal use of First Tek's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, First Tek's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in First Tek's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of First Tek. First Tek may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in First Tek's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to First Tek. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

First Tek's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, First Tek's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to First Tek's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by First Tek.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.

- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or management.
- Additions to or modifications of the standard software configuration provided on First Tek's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or management.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or management.

Employees may not duplicate any licensed software for their use unless the Company is expressly permitted to do so by an agreement with the licensor and with the approval of the employee's supervisor.

Only software purchased by First Tek with the approval of the appropriate management may be used on Company computers. Employees are not permitted to bring software from home and load it on Company computers, unless: (1) such action is approved by the Company's management and technology department and (2) such use of the software is consistent with the terms of the software licensing agreements.

XVIII. INTERNET USAGE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. First Tek has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of First Tek, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

First Tek may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, First Tek may restrict access to certain sites that it deems are not necessary for business purposes. First Tek's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or management.
- Without prior approval of management, software should not be downloaded from the Internet as the download could introduce a computer virus onto First Tek's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of First Tek
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to First Tek computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns.

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

Unsolicited Messages

First Tek strictly prohibits the transmission of unsolicited e-mails or mass-messages of any kind. Spam (i.e., unsolicited commercial or bulk e-mails, mass and junk e-mails) will not be tolerated. The electronic mail system is reserved for Company business. It may not be used for personal solicitation or any other improper purposes.

XIX. INSPECTION OF PERSONAL AND COMPANY PROPERTY

First Tek's employees use the property and equipment First Tek owns and provides, and may also use First Tek's materials, information, and other supplies. Employees must remember that property supplied by First Tek remains the property of First Tek. First Tek reserves the right to search any Company property (e.g., personal computers, desks, lockers, or other storage areas) at any time. First Tek also reserves the right to inspect personal property (e.g., tool boxes, purses, briefcases) during the workday or as employees leave their worksites. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

XX. CONDUCT STANDARDS

Company Equipment and Vehicles

When using First Tek property, including computer equipment or hardware, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective, or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently, or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to First Tek because of such mistreatment.

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from the President or Vice President.

Employee Work Product

For purposes of this policy, the term "Employee Work Product" will include distinctively and collectively the whole or any part of any idea, concept, know-how, technique, discovery, invention, product, patent, trade secret, trademark, copyright, copyrightable or patentable creation, process, improvement, or any

other item or work conceived, discovered, originated, created, made, written, reduced to practice, or otherwise developed by Employee, alone or in conjunction with others, provided that: (1) the work is related to or useful to First Tek or anticipated business; and (2) the work results from any task assigned or performed by Employee on Company time, or results from any work performed with First Tek's equipment, supplies, facilities, intellectual property or other Company resources. Works that are created through completion prior to the employee's employment with First Tek will not be deemed Employee Work Product for purposes of this policy.

Employee agrees that all Employee Work Product will be the sole and exclusive property of First Tek. Employee agrees to disclose promptly and in writing to First Tek any and all Employee Work Product, and all patent and copyright applications filed by Employee during his/her employment with Company or within one year thereafter, so that First Tek may take appropriate measures to secure and protect its rights over such works qualifying as Employee Work Product. Employee further agrees to deliver to First Tek any and all original and copies of notes, files, disks, records, software, documents, plans, media, applications, and any other written, printed, electronic, tangible or intangible materials containing or pertaining to Employee Work Product, which Employee has in his/her possession or control, immediately upon the written request of First Tek, or automatically upon Employee's separation from the Company, whichever occurs first. Employee acknowledges and agrees that all such items are exclusively the property of First Tek

Employee assigns and transfers to First Tek all rights, title and interest in and to any and all Work Product. Employee further agrees that the whole or any part of any Employee Work Product containing copyrightable work is considered "work made for hire" under copyright law, and Employee hereby assigns to First Tek all right, title, and interest in such works. Employee agrees that any patent or copyright application filed within a year after termination of his/her employment will be presumed to relate to a copyrightable work or invention, which was made during the term of Employee's employment with First Tek, thereby constituting Employee Work Product, unless Employee can provide evidence to the contrary.

Company-Sponsored Social Events

When authorized by the Company, alcoholic beverages may be served at Company-sponsored social events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no employee is obligated to consume alcohol at such events. At Company functions, no employee should feel pressured to consume alcoholic beverages. If an employee chooses to drink alcohol during Company events, the employee does so at his or her own risk. All employees are expected to maintain a high standard of professional and personal conduct at any Company event.

The Company reserves the right to arrange transportation for any employee suspected of being intoxicated at a Company social event. The Company reserves the right to cease allowing alcoholic beverages to be served to any employee whom it suspects is intoxicated or who behaves inappropriately at such functions. Managers and supervisors should remember that even at Company social events, they should set the standard for acceptable, responsible behavior.

Conduct Standards & Discipline

First Tek expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with Company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any Company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that First Tek retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

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

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or Company procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other company records or documents
- Failing to record working time accurately or recording a co-worker's timesheet
- Insubordination or other refusal to perform
- Using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts of violence
- Misusing, destroying or stealing company property or another person's property
- Possessing, entering with or using weapons on company property
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the Company's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

Dating In the Work Place

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact the Human Resources Department for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify the Human Resources Department immediately. No customer or employee of this Company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, First Tek's policy against sexual and other forms of illegal harassment in the workplace, as described earlier in this handbook.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Dress Policy

Every employee has an obligation to reflect a level of professionalism in their conduct, speech and attire. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the company. Be guided by common sense and good taste. Specific standards may be required.

Consultants at client sites must conform to the dress code of the client. Therefore, the client policy

supersedes the policy as stated above.

Business casual dress will be permitted on Fridays.

Drug and Alcohol Policy

First Tek strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' confidence in our company.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for First Tek, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

Illegal Drugs

First Tek employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in First Tek facilities, while operating a motor vehicle for any job-related purpose, while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

First Tek may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any First Tek property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

First Tek may require a blood test, urine analysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Unpaid Suspension as a Disciplinary Measure

First Tek expects the highest standards of professional conduct at all times.

In accordance with First Tek's policies on harassment, drug or alcohol use, and other work conduct rules, the Company reserves the right to discipline or discharge any employee for violations of rules pertaining to behavior within the workplace.

An employee will be subject to an unpaid disciplinary suspension for infractions of workplace conduct rules. Suspensions without pay apply to everyone. For exempt employees, suspensions without pay will be in one or more full-day increments. For non-exempt employees, suspensions may be any period of time within the Company's discretion.

Ethical and Legal Business Practices

First Tek expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations. If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by the Principal.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance. You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions. If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

First Tek collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the CEO or the Principal must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client, or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.