



Mechanical Analysis/Repair, Inc.

Employee Handbook



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INTRODUCTORY STATEMENTS

Welcome

Welcome to MarTech, This handbook is designed to acquaint employees with MarTech, (the "Company"), and provide information about our employment practices. Employees should read, understand, and comply with all provisions of this handbook. However, this handbook is a guideline and not a contract for employment for any specified term and does not create any promise of continued employment. In addition, an Employee Handbook cannot anticipate every circumstance nor answer all questions about the Company and its policies. Therefore, the Company reserves the right to revise this handbook from time to time, with the exception of its at-will employment policy.

Statement of Purpose

MarTech strives to maintain a workplace that enables employers and employees to work together in harmony to achieve the:

- Highest Quality Customer Service
- Highest Quality Workmanship
- Best Working Environment
- Highest Level of Compatibility
- Pride in a "Good Days Work"
- Team Spirit

MarTech stands for:

Motivated

Attitude

Reliability

Teamwork

Excellence

Challenge

Honesty



At-Will Employment

All employment with the Company is "at-will". This means that either the employee or the Company can terminate the employment at any time, for any reason or for no reason, with or without advance notice. All employees, whether introductory, regular, part-time, or temporary, are at-will employees. Only the three Officers of the Company have the right to amend this at-will policy. Any amendments to the at-will policy must be in writing, and signed by the three Officers of the Company.

Right to Revise

This employee handbook contains MarTech's employment policies and practices in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Except for employment at-will status MarTech reserves the right to change, in its sole discretion, all such policies and practices and the hours, wages, working conditions, job assignments, positions, titles, compensation rates and benefits for any employee. However, any such changes must be in writing and must be signed by the President of MarTech.

All written changes to this handbook will be announced to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can, in any way, alter the provisions of this handbook.

This handbook sets forth the complete policy of MarTech as to the duration of employment and the circumstances, by which, employment may be terminated and replaces any previous statements, written or oral, which differ with the policies stated herein. . Nothing in this handbook—nor in any other personnel document, including benefit plan descriptions—creates or is intended to create a promise or representation of continued employment for any employee.



RECRUITING, HIRING. PRE-EMPLOYMENT POLICIES AND ORIENTATION

Employment Applications

The Company relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring and employment process. Any misrepresentation, falsification, or material omission in any of this information or data may result in exclusion of the individual from further consideration for employment, or termination of employment, even after the person has already been hired.

Equal Employment Opportunity

MarTech is an equal opportunity employer where employment decisions are strictly based on merit and qualifications. Company policy prohibits unlawful discrimination based on race, color, creed, sex, gender identity or expression, religion, marital status, registered domestic partner status, age, national origin or ancestry or language use, physical or mental disability, and medical condition to include cancer, genetic characteristics and/or AIDS or HIV status, sexual orientation, pregnancy and Veteran status or any other consideration made unlawful by Federal, State, or local laws. It also prohibits unlawful discrimination based on the perception that anyone having any of those characteristics, or is associated with a person who has or is perceived to have any of those characteristic. All such discrimination is unlawful.

In compliance with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental disabilities of otherwise qualified applicants, or for employees, to the extent required by law.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Controller and request such an accommodation. The individual with the disability should specify the accommodation required to perform their job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform their job. Any potential accommodation will be identified in an effort to determine whether the accommodation is reasonable. The Company will take into account the preference of the individual but retains discretion in the selection of a reasonable accommodation. If it does not impose an undue hardship on the Company, the accommodation will be effectuated in a timely manner.

Employees and applicants requesting accommodation must fully cooperate in the process and provide accurate and current medical information in a timely fashion. Failure to do so may result in waiver of the right to an accommodation. All medical information will be kept confidential and disseminated only in accordance with applicable law.



WORK STATUS, REQUIREMENTS AND SCHEDULES

Introductory Period

The first 90 Calendar days of continuous employment is considered an Introductory Period (sometimes referred to as a “training” period). Employees should use this time to evaluate their job and responsibilities. Simultaneously, it also gives your supervisors an opportunity to evaluate your work-product and level of productivity as well as your ability to adapt to a new corporate culture. At the end of the Introductory Period, you may receive an evaluation (written or verbal) from your supervisor, addressing your strengths and weaknesses. Included will be factors such as quality and quantity of work-product, knowledge of your responsibilities, initiative and adaptability. This review process is a tool designed to assist employees in the areas where they need improvement. You are encouraged to ask questions and add any comments you feel would be beneficial to your success with the Company. If your supervisor indicates recommendations or improvement be made, you are expected to follow-through. You may also request a follow-up review from your supervisor to ensure progress with the discussion points brought to your attention during the initial evaluation. Completion of the Introductory Period does not entitle you to continued employment with Company. Your employment will remain at-will, and either you or MarTech may, at any time, and with or without advance notice or reason, end the employment relationship.

Employee Classifications

The Company has three Job classifications that determine benefits and eligibility or Leaves:

- **Regular, Full-time employee.** A regular, full-time employee who has successfully completed the Introductory Period and is regularly scheduled to work 32 hours or more per week. These employees are eligible for all employee benefits according to the terms of this handbook.
- **Regular, Part-time employee.** A regular, part-time employee completed the Introductory Period and is regularly scheduled to work 31 hours or less per week. This classification is not entitled to any company benefits. Please see the Controller if you have questions.
- **Temporary employee.** Temporary employees are hired for either a short- or long-term temporary assignment. This classification is not entitled to any company benefits.

Certain employees are exempt from Federal and State Wage-and-Hour laws. These employees are classified "exempt and do not receive overtime pay." Non-exempt employees do receive overtime pay and are required to take Meal and Rest Breaks. Your supervisor will inform you of your status as an exempt or non-exempt employee. All employees, regardless of their classification and completion of the Introductory Period, are “at-will.”

Work Day/Work Week

MarTech’s normal shop hours are 7 a.m. until 4 p.m. with an hour lunch period from 11 a.m. until 12 noon.

MarTech’s pay period is Monday through Sunday. The payday is Friday unless otherwise posted. The paycheck will cover the Monday thru Sunday of the prior week—i.e. a check dated August 18 would cover the days worked from August 6 through 12.



A regular workweek for a non-exempt employee is Monday through Sunday and constitutes 40 hours of eight (8) hours per day paid at the straight time rate. All overtime must be approved by your supervisor before it is worked. Exempt employees are expected to work as much of each workday and work week as necessary to the full accomplishment of their duties.

Overtime

MarTech provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. The workweek begins at 12:01 a.m. Monday and ends at midnight the following Sunday for all employees.

- Overtime is not paid until an employee works over eight (8) hours in a day and over 40 hours in a week. Overtime is paid based on the amount of hours the employee works. By definition, "hours worked," is the actual time spent on-the-job. It does not include unpaid Meal Periods, make-up hours, or time spent "away from work" due to vacation, sickness, holiday, Jury duty, or other absences from work. Exempt employees do not qualify for overtime, even when their hours exceed the normal work schedule.

Examples:

1. An employee takes time off for personal business between 10 a.m. and 12 p.m. If he/she started work at 7 a.m. and returned to work after the appointment to work until 6 p.m., the employee would receive eight (8) hours regular pay and one (1) hour overtime pay. The fact that the employee worked past the regular quitting time of 4 p.m. does not create an overtime situation. Working over eight (8) hours in one day does.
 2. Using the example above, should MarTech cause the employee to work a split shift due to project needs, the employee would be paid 6 hours regular pay and 3 hours overtime pay.
- After eight (8) hours of work in one day, an employee will be paid 1.5 times his normal rate of pay. Double time will be paid after 12 hours of work within a given day. If you are scheduled to come in early (before normal working hours) and have been notified during the previous normal workday (7a.m until 4 p.m.), then hours worked until 7 a.m. are paid at the overtime rate (1 ½). Regular time will begin at 7 a.m. This is the calculation that would be used:

Examples:

- Start at 4:30 a.m. and get off at 4 p.m. with an hour lunch, time card should read eight (8) regular, 2 ½ O.T.
 - Start at 4 a.m. and get off at 7 p.m. with an hour lunch, timecard should read eight (8) hrs regular, 4 O.T., 2 Double Time (D.T.).
- Furthermore
 1. Saturday work—paid at O.T. rate ONCE you have worked 40 hours regular for the week. Hours worked over eight (8) on a Saturday are paid at D.T.



2. Sunday is paid at double time your regular rate if MarTech schedules you. If you REQUEST to work on Sunday rather than Saturday to finish a project, you will be paid at Saturday rates.
3. California labor law states overtime is to be paid after eight (8) hours in a day, 40 in a week.
 - a. Regular rate of pay up to eight (8) hours worked in one day with time and a half for hours worked over eight (8) and up to 12 in one day. Double time after 12 hours worked in one day
 - b. Regular rate of pay up to 40 hours worked in one week—total of straight hours worked. Holiday and vacation pay does not contribute to hours worked.
4. A CALL IN that occurs outside your regular working hours of 7 a.m. to 4 p.m. Monday through Friday will be paid at two (2) times your straight time rate.

Makeup Time

Non-exempt employees may request additional time-off for personal reasons. If the supervisor approves the request, time-off will be “without pay.” An employee may submit a written request to their supervisor prior to the initial request for personal time-off, requesting an option to make-up the unpaid hours on a specified date. It is within the supervisor's discretion to approve the request. Make-up work hours may be performed before or after the personal time-off, but must be worked in the same workweek as the personal time-off. Any “Makeup Time” worked is paid at the employee's straight time pay rate as long as the employee does not work over eleven (11) hours in one regular workday or over forty (40) hours total in that given week including make-up hours.

Timesheets

Federal and State law requires the Company to keep an accurate record of time worked by non-exempt employees. The Company uses timesheets to record those hours. Employee timesheets are legal Company records and therefore accuracy is imperative. Editing another employee's timesheet or intentionally falsifying a timesheet is a serious violation of the Company policy and may result in immediate termination of employment. If a timesheet requires correction, both the employee and the supervisor must initial the change on the timesheet to verify its accuracy.



Breaks and Meal Periods

Non-exempt employees will be permitted one (1) paid ten (10)-minute break for every four (4) hours worked (or major fraction thereof.). Thus, employees will be given breaks as follows:

Shift Length	Rest Breaks
0-3.5 Hours	None
Between 3.5 – 6 Hours	One 10 Minute Break
Between 6-10 Hours	Two 10 Minute Breaks
Between 10-14 Hours	Three 10 Minute Breaks

All ten (10) -minute Breaks must be taken on Company premises and cannot be consolidated. Meal periods and work schedules will be pre-arranged with your supervisor.

Meal periods are generally an hour, but all non-exempt employees who work five (5) hours or more will be provided at least a 30-minute unpaid, uninterrupted meal break, during which you are free to leave the premises. A second meal period of at least 30 minutes will be provided if an employee works more than ten hours in a day. An employee may not vary his or her assigned ten-minute break and meal break without the prior approval of his or her supervisor. Nonexempt employees must record meal periods. If you do not receive your meal or rest breaks, you must notify the Controller immediately.

Payroll Deductions, Wage Attachments and Garnishments

The Company is required to take specific deductions from all employee paychecks. Among these are applicable Federal, State, and local Income taxes, Social Security and Medicare taxes, as well as State Disability Insurance contributions. By law, the Company must honor Court Ordered Wage Attachments and Garnishments. Upon receiving a Court Order for Wage Attachment, the Company will withhold the specified amount to satisfy the terms according to the Order.



EMPLOYMENT POLICIES

Solicitation

Solicitation and the distribution of literature by employees, or to employees, during working time are not permitted. . Distribution of written solicitation material in work areas is also prohibited at all times. Trespassing, soliciting or distribution of literature by non-employees on Company premises is prohibited unless prior authorization is secured from the President of the Company. For purposes of this policy, meal times and break times are not considered work time.

Conflicts of Interest

Employees must avoid actual or potential conflicts of interest with the Company. This policy provides examples of prohibited conflicts of interest. An employee who has a conflict of interest with the Company may be subject to discipline, including termination. An employee should consult their supervisor or the Controller with any questions about this policy. Prohibited activities include, but are not limited to the following:

- Being an Owner, employee, consultant or vendor or otherwise providing services to any business that directly or indirectly competes with the Company.
- Having a direct or indirect financial relationship with a competitor, customer, or supplier; however, no conflict will exist in the case of ownership of less than one percent of a publicly traded corporation.
- Engaging in any other employment or unauthorized personal activity for personal use during work hours, or using the Company's name, logo, equipment or property, including stationery, office supplies, computers, telephones, fax machines, postage, and office machines, for personal purposes.
- Soliciting MarTech employees, its suppliers, or customers, to purchase goods or services of any kind for non-Company purposes, or making contributions to any organizations or in support of any causes during work time or on Company premises.
- Working on any business or financial transaction unrelated to MarTech's business with another employee with whom the soliciting employee supervises directly or indirectly, such as hiring the employee to perform personal services or soliciting the employee to enter into an investment, during work time or on Company premises.

Employment of Friends and Relatives

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. In order to address the potential problems relating to supervision, safety, security, morale, or possible conflicts of interest, MarTech reserves the right to decline to hire or reassign employees in order to achieve the objectives of this policy. In cases where a conflict or the potential for a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of MarTech.



In the event of an actual or potential problem, the Company's response may include reassignment or termination of one or both of the individuals involved. For the purposes of this policy, a relative is any person related by blood or marriage, or whose relationship with the employee is similar to that of persons blood-related or by marriage, or is a Domestic Partner.

Confidential Information

During the course of employment with the Company, employees may have access to confidential and proprietary trade secret information belonging to the Company. The protection of such, information is vital to the interests and the success of the Company. Confidential information includes, but is not limited to, the following:

- Customer data (including customer lists, preferences and credit history);
- Historical sales information;
- Advertising and marketing materials and strategies;
- Company financial information;
- Human resource information;
- Research and development strategies and results;
- Pending projects and proposals;
- Production processes;
- Technological data, formulate and prototypes;
- Private Company data;
- Engineering drawings and information;
- Pricing and product information;
- Computer data information;
- Inventory levels and products; and
- Supplier Information and Data.

All employees shall maintain the confidentiality of this information, and shall not disclose this information to any other entity or person, except as authorized by the Officer(s) of the Company. Unauthorized disclosure may result in discipline, up to and including termination and legal action. Employees may be required to enter into a Confidentiality and Trade Secrets Agreement to maintain the confidentiality of the Company's trade secret and proprietary information. Employees are also prohibited from divulging or using the Company's trade secret information following termination of employment. Nothing in this policy is intended to interfere with employees' concerted activity with regard to their wages and working conditions.

Discipline

Unsatisfactory performance may subject an employee to discipline. The nature of the discipline imposed will depend on the seriousness of the problem and the employee's record of performance,



behavior problems, or safety violations. The Company always maintains the right to determine what disciplinary action is appropriate based on the facts of each case. Such discipline may include, but is not limited to, verbal warnings, written warnings, suspensions, and termination. Exceptions and deviations from these discipline procedures may occur whenever the Company determines it necessary. For example, some circumstances may warrant immediate termination without a warning or suspension. Under no circumstances does this policy alter the at-will nature of employment with the Company, or require their employment be terminated only for cause.

Attendance and Punctuality

As an employee of MarTech, you are expected to be in regular attendance and punctual in reporting for work. Any tardiness or absence causes problems for your fellow employees. When you are absent, others must perform your work duties, just as you must assume the work of others who are absent.

If you are going to be late, you must call and talk to your supervisor within 30 minutes of your expected daily job start time. Any unexcused absences or no show and no call (you are required to talk to a real person, not leave a message on a machine) may result in the discipline up to and including termination. It will be up to your supervisor to manage this process.

If you are working on off Site Jobs, you are required to follow the following procedures:

- A truck will leave from MarTech providing transportation in most situations. There will be a set time of departure. If you fail to show up at the job, you will be subject to disciplinary action.
- Should you be required to drive your own vehicle, travel time and mileage reimbursement (IRS rates) will be paid outside MarTech's normal commute policy when you submit documentation to the office signed off by your supervisor.
- Travel Time will be paid from portal to portal at minimum wage. You will be paid your regular wage while working at the job site. Regular time, over-time and double time will be assigned based upon California State Labor laws. In addition to travel time, you will receive per diem for meals and incidentals. The amount will be based upon the location of the job.
- The per diem will be paid through accounts payable and will be within the limits set by the IRS non-accountable plan per diem table. The total per diem an employee is paid throughout the year will not be added to his/her W-2 wages as it meets the IRS criteria of a non-accountable plan. A non-accountable plan does not require receipts or any type of reconciliation to be provided to the IRS.

Violence Prevention

Safety and security of employees is of vital importance to MarTech. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the Company or which occur on Company property, will not be tolerated. Any act or threat of violence should be reported to your supervisor or the Controller immediately.



The prohibition against threats and acts of violence applies to all persons involved in the operation of the Company including, but not limited to MarTech personnel, contract and temporary workers and anyone else on MarTech property. Violations of this policy, by any individual, may result in disciplinary and/or legal action as appropriate.

The Company has adopted the following policies to ensure the safety of its employee and to provide guidance on dealing with violence in the workplace. Each employee is expected to:

- Report all indirect and direct threats of violence to a supervisor or Owner
- Report all suspicious individuals or activities to a supervisor or Owner
- Never put yourself or others in peril.
- Cooperate fully with security, law enforcement, and medical personnel responding to a call for help.

The Officers of the Company are the only representatives from MarTech to respond to any and all inquiries from the media about events occurring on its premises or any business related matters.

Prohibited Harassment

The Company is committed to providing a work environment free of harassment. The Company therefore prohibits sexual harassment and harassment based on race, religion, creed, color, national origin, ancestry or language use, physical or mental disability, medical condition, including cancer, genetic characteristics and AIDS or HIV status, marital status, sexual orientation, gender identity or expression, pregnancy, veterans status, age or any other basis made unlawful by Federal, State or local law or ordinance or regulation. Such harassment will not be tolerated. This policy prohibits such harassment of or by any employee of the Company, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the Company.

Prohibited harassment in any form, including verbal, physical, visual conduct, threats, demands and retaliation are strictly prohibited. Sexual harassment includes both “quid pro quo” (demanding sexual favors as a condition of employment) and “hostile environment” (unwanted sexual advances or visual, verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive as to alter the conditions of the victim’s employment and create an abusive working environment.)

Prohibited harassment includes, but is not limited to,

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations) jokes, or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at an individual because of his or her sex or any other basis;
- Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment; or



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

If an employee believes they are, or have been harassed on the job because of gender, race, or other protected basis, or if an employee observes behavior believed to be the violation of this policy, the employee should immediately contact their immediate supervisor, the Controller, or any member of the management team with whom the employee feels comfortable discussing the matter. The Company shall not retaliate against anyone for reporting any incidents of harassment, nor making any complaints of harassment, or for participating in any investigation. Employees who believe they have been retaliated against in violation of this policy should also follow the complaint procedure.

Supervisors must refer all harassment complaints to the Controller or an Officer of the Company. The Company will undertake a thorough and objective investigation of the harassment and/or retaliation allegations as quickly as the circumstances allow. If an employee has violated this policy, the Company will take remedial action commensurate with the severity of the offense. This may include discipline of the harasser, up to and including immediate termination. The Company will also take action to deter any further harassment, and will remedy any loss to the complaining employee resulting from harassment. The complainant will be apprised of any action is taken by the Company.

All employees must immediately report any incidents so complaints can be quickly and fairly resolved. Employees are expected to cooperate in an honest manner and to maintain confidentiality during any investigation concerning allegations of harassment or discrimination. Because of the seriousness of a complaint of unlawful harassment, any employee who makes or knowingly participates in a false or deceptive complaint may be subject to discipline.

The California Department of Fair Employment and Housing ("DFEH") and Equal Employment Opportunity Commission ("EEOC") investigate and may prosecute complaints of harassment. If an employee has reason to believe they have been harassed or has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH or EEOC. The nearest DFEH and EEOC offices can be found in the local Telephone Directory as well as on the Internet. The Company's Controller Representative can provide a brochure on sexual harassment for additional information. The Company expects its employees to act in a professional and respectful manner at all times.

Substance Abuse Policy

The Company complies with State and Federal drug abuse regulations including the Drug-Free Workplace Act of 1988. The Company maintains a strong commitment to provide a safe, efficient and productive work environment. In keeping with this commitment, the Company has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes employee's involvement with alcohol or drugs can be extremely disruptive and harmful to the workplace. It may also adversely impact an employee's job performance and quality, pose serious safety and health risks to others, and have negative impact on their ability to work efficiently and productively.

Each employee has the responsibility to report to work fully prepared to perform his or her job. Employees may not use, possess, distribute or sell alcohol or any illegal drug while on the



Company's premises, while on duty, or while operating a vehicle owned or leased by the Company. In addition, employees may not report to work, or remain on duty while under the influence of, or impaired by, any illegal drug or alcohol. A drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possess the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is or could be criminally prosecuted and/or convicted for the conduct. The only exception to this policy is alcohol consumption in moderation at pre-approved social gatherings, such as Receptions or Company-sponsored events.

The use of prescription drugs and/or over-the-counter drugs can also affect an employee's job performance and seriously impair the employee's value to MarTech. An employee taking prescription or over-the-counter drugs that may impair his or her ability to perform the job safely or may affect the safety or well-being of others must submit a physician's statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate these laws. Assistance for drug abuse and rehabilitation is available through normal medical providers, and might be covered to some extent by a Health Insurance plan. For assistance, employees are encouraged to contact their Healthcare Providers directly or Assistance Office Manager. All employees must comply with the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in discipline, including termination. The Controller has been designated to administer this policy and monitor the program as required by law.

Drug and Alcohol Testing

When reasonable suspicion exists that an employee has violated the drug and alcohol policy, the employee will be required to submit to a drug and/or alcohol test immediately. Reasonable suspicion action is based on objective symptoms, such as factors related to the employee's appearance, behavior and speech. Reasonable basis may also exist if an employee has been found in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is expressly prohibited even if the employee has not used these substances. Testing **will be** required if an employee is involved in an incident which results in serious injury to the employee or others, or which might have resulted in such injury, where there is reason to believe that drugs or alcohol may have played a role. The results of all Drug and Alcohol tests shall be maintained in a strictly confidential manner. Refusal to comply with this policy may constitute insubordination. If the results of the employee's drug and/or alcohol test are positive, the Company will take disciplinary action that may include suspension or immediate termination. Disciplinary action will be based on the seriousness of the offense and the employee's past performance with the Company. If an employee returns to work after testing positive for drugs and/or alcohol, the employee may be required to consent to unannounced tests for drugs and/or alcohol for a two-year period as a conditions of continued employment. An employee who tests positive may request a



second test be performed by an authorized drug testing facility, at the employee's expense and may be required to participate in a rehabilitation facility.

In addition, MarTech's Class B drivers will be subject to random drug testing as required by Federal and California State Law. Drivers should refer to the Company DOT policy for more information.

Company Property

Employees should ask permission before using Company Property, such as computers, labelers, copy machines, fax machines, supplies, tools, vehicles, calculators, typewriters, or credit cards, for personal use. MarTech chooses to allow employees access to these items for the purpose of conducting personal business; however, excessive usage will result in this privilege being revoked. During work hours, employees must minimize personal telephone calls. Personal telephone calls are not permitted except when deemed necessary. Personal Long Distance phone calls are also not permitted unless authorized by a supervisor.

When using company property, employees are required to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. At any time, an employee must notify a supervisor if any equipment, machine, tool, or vehicle appears damaged, defective, or in-need of repair. Prompt reporting helps prevent possible injury to employees or others and deterioration of equipment. The improper, careless, negligent, destructive, or unsafe use of equipment or vehicles may result in disciplinary action up to and including termination.

The Company has the right to open and/or inspect all desks, lockers, offices, workspaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, Company vehicles and other areas or items belonging to the Company and its employees. Employees should not have any expectation of privacy in any of these areas. Personal items and messages or information that employees consider private should not be placed or kept in desks, lockers, offices, work spaces, credenzas, cabinets, e-mail, telephone systems, office systems, computer systems, Company vehicles and other areas or items belonging to the Company.

If the equipment or property placed in the care of an employee is lost, damaged, or stolen resulting from gross negligence, willful misconduct or dishonesty the employee will pay MarTech an amount equal to the replacement value or repair cost of the equipment or property.

Company or Personal Vehicles

Company cars are for Company business use only, and only authorized employees may drive Company cars. Employees, spouses, children or anyone other than the employee may not operate these vehicles, unless it is an emergency. A violation of these rules, or excessive or avoidable traffic and parking violations may result in disciplinary action, up to and including termination.

The Company may require employees to use their personal vehicles for Company business. These employees must have a valid California Drivers License, satisfactory driving record and proof of insurance and must meet MarTech's State insurance requirements.

Use of Company Owned Electronic Media

MarTech uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, Internet, cell phones, PDAs, etc. All electronic communications, including all



related software, databases, hardware, and digital files including text and voice messages, remain the sole property of MarTech and are to be used only for Company business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of MarTech.

Employees, who misuse electronic communications, engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination of employment.

Employees may not install personal software on Company computer systems nor attempt to fix malfunctioned computers.

All electronic information created by any employee using any means of electronic communication is Company property and remains Company property. Personal passwords may be used for purposes of security, but the use of a personal password does not affect MarTech's ownership of the electronic information.

MarTech reserves the right to override all personal passwords whenever this is necessary for any reason.

MarTech reserves the right to access and review electronic files; records of text and voice messages; mail other digital archives; and to monitor the use of electronic communications as necessary to ensure there is no misuse or violation of Company policy or that any violation of law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless specifically authorized to do so by Company management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized in writing.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, PDAs, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by MarTech. These communications tools (or any other method) should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about MarTech, its operations or services, or other types of information that will appear in the electronic media about MarTech must be approved by Company management before the information is placed on an electronic information resource that is accessible to others.

These systems may not, under any circumstances, be used in an illegal, disruptive or offensive manner in violation of MarTech's policies on Prohibited Harassment to others.



Email Communications

The Company's Confidential or Proprietary information should not be sent externally through e-mail or other systems, unless deemed absolutely necessary and only with the approval of the Officers of the Company. Employees should use the following legend on each e-mail message sent via the Internet intending to be confidential or which contains confidential or proprietary information of the Company.

"This electronic message contains information from MarTech which is confidential or privileged. The information is solely intended to be sent to the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying and/or distribution or use of the contents of this information is strictly prohibited. If you have received this electronic transmission in error, please notify us by telephone at 209.333.8478."

Web logs (blogs), social networking sites, chat rooms, instant messaging and email

The prohibitions described in this policy apply to employee postings on Internet web logs (blogs), social networking sites, chat rooms, instant messaging, and emails as well as to any other Internet or computer use. This policy is not intended to limit the ability of employees to discuss with other employees or their representatives the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Questions about access to electronic communications or issues relating to security should be addressed to MarTech's Accounting Department. Violations of these policies may result in discipline, suspension and even termination of employment.

Visitors in the Workplace

In an effort to provide for the safety and security of employees and the facilities at the Company, only authorized visitors are allowed in the workplace. Employees are required to meet any visitor in a designated Reception area. Authorized visitors must be escorted to-and-from their destination. Employees are responsible for the conduct and safety of their personal or professional visitors. Restricting unauthorized visitors: helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Additionally, family and friends of employees are discouraged from visiting during regular Business hours. If an unauthorized individual is on the Company's premises, employees should immediately notify a supervisor or owner of an apparent intruder.

Safety and Accident Prevention

MarTech's number one rule in regard to safety is to use COMMON SENSE! If you are aware of any unsafe conditions in the workplace, you will immediately notify your Supervisor. MarTech is very proud of its safe work record. To maintain this record, you are required to read the "IIPP Safety Booklet," sign this statement and return the statement to the office. The statement will be kept in your personnel file. The booklet is for your reference.



You must report all injuries or illnesses you experience, no matter how slight, which occur or originate while on the job. Report such injuries or illnesses to your Supervisor immediately. **Injuries and illnesses MUST be reported the day of the occurrence.** Not all situations become “Worker’s Comp” injuries. Some can be handled as a “First Aid” condition. Your supervisor will make that determination. See posted information for details.

MarTech has an active safety program. All employees are scheduled to attend safety meetings, on a weekly basis, either on site or in tailgate meetings at job sites.

SAFETY GLASSES are to be worn in the shop at ALL TIMES.

For health and safety reasons, **our workplace is SMOKE FREE.** There is a designated area for smoking. See your supervisor for information.

MarTech requires that you cooperate with this Safety Policy. Your cooperation insures that we comply with safety laws and maintain proper insurance coverage for our products, buildings, and equipment. **Failure to follow safety rules and/or policy will result in disciplinary action.** *While working at an offsite job, employees are to comply with the customer’s Safety Rules.*

Safety is the responsibility of every MarTech employee. All employees are required to notify their supervisor in a timely manner of any unsafe or hazardous condition or accident regardless of whether it is life threatening or a relatively minor incident. The Company will make every effort to take corrective action as soon as possible. Failure to report an accident can result in a violation of legal requirements and may subject an employee to discipline including termination.



EMPLOYEE OBLIGATIONS

Personal Telephone Calls and Use of Cell Phones/Electronic Devices during Work

Making or accepting personal telephone calls, including cell phone calls and text messaging, and/or use of electronic devices, if not excessive, are authorized on the job. In the event of an emergency, employees should instruct callers to call the corporate office 209.333.8478 who will notify the supervisor. In case of an emergency, employees may request permission from a supervisor to leave the area in order to address the emergency.

Employee Relations

If an employee has concerns about working conditions or job responsibilities, the employee is encouraged to express these concerns openly and directly. If there is an issue regarding an employee's job that is of concern to them, or if an employee believes they have not been fairly treated in accordance with the Company's policies, the employee should report the matter to their supervisor. In some cases, however, there may be reasons that make it difficult for an employee to discuss their concerns with a supervisor. In those cases, employees are encouraged to discuss these concerns with the next level of management or with the Controller. Employees find most difficulties can be resolved in a satisfactory manner by bringing them out in the open and having an honest discussion with all parties involved and with those who can resolve them. The Company shall make every effort to respond to employee concerns. Employees at all levels are encouraged to keep channels of communication open and flexible so it is easy to solve any difficulties that may develop. Employees who believe they have a complaint of prohibited harassment or retaliation should follow the procedure in the Prohibited Harassment Policy

Respect for Others

The Company values the importance of healthy and respectful working relationships between its employees. In order to achieve a productive, efficient work environment, the Company requires its employees to treat one another with courtesy and respect. The Company expressly prohibits its employees from engaging in disrespectful behavior such as: prying into the business of coworkers, making untruthful or negative statements about co-workers, making rude and unnecessary comments about co-workers, spreading rumors, and engaging in gossip. This behavior is a waste of time and detracts from each employee's job satisfaction and productivity. If an employee wants to register a complaint about one of their co-workers, the matter should be brought directly to their supervisor and not discussed with other co-workers. Employees who do not observe the policy of courtesy and respect for co-workers will be subject to discipline, up to and including termination.

Employee Information

The Company maintains a personnel file for each employee. The file contains information pertaining to the employee's employment with the Company. It is the employee's responsibility to inform the Controller of any changes to their personal information, such as an address, telephone number, or Emergency contact change. If their marital status or dependents change, it might require a change on their W-4 form and change of dependent status on their health insurance. Employees are entitled to review the Personnel file upon reasonable notice 48 hours from time of request) to the Controller and are entitled to copies of any forms they have signed.



Business Ethics

The Company expects its employees to act in accordance with the highest standards of business ethics at all times. This includes avoiding the appearance of impropriety. Employees are expected to comply with this policy and comply with all applicable laws while conducting Company business. Employees are **not** allowed to drive company vehicles to a bar during work hours, nor outside of work hours.

Employee Conduct

MarTech wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

The list below describes some behaviors that the company considers unacceptable.

It is impossible to list all examples of conduct which would be considered inappropriate in the workplace. Some of the general types of actions which are inappropriate are listed below. This list is not intended to be comprehensive and is by example only. Any employee found engaging in these behaviors may be subject to disciplinary actions including reprimand, warning, layoff, or dismissal:

1. Failure to be at the work place, ready to work, at the job starting time;
2. Willfully damaging, destroying, or stealing property belonging to fellow employees or the company or a customer;
3. Fighting or engaging in horseplay or disorderly conduct;
4. Refusing or failing to carry out any instructions of a supervisor;
5. Leaving your work station (except for reasonable personal needs) without permission from your supervisor;
6. Ignoring work duties or loafing during working hours;
7. Any comments concerning a job or MarTech work on a job will be addressed ONLY to your MarTech supervisor not to a customer;
8. Coming to work intoxicated or under the influence of alcohol or any controlled substance or drug for which you do not possess a valid prescription, or under the influence of any substance which might impair your duty to perform your job, or bringing alcoholic beverages or drugs onto company property;
9. Intentionally giving any false or misleading information to obtain employment or a leave of absence;
10. Using four-letter words, threatening, foul or abusive language toward a fellow employee;
11. Punching another employee's time card or falsifying any record;
12. Smoking contrary to established policy or violating any other fire protection regulation;
13. Violating safety or health regulations;
14. Failing to wear clothing conforming to standards set by the company;



15. Not using personal protection (PPE) when required or warranted;
16. Using company or customers' equipment in an unauthorized manner;
17. Possessing firearms or weapons of any kind on company property;
18. Violating State or Federal laws.
19. Falsification of employment records, employment information, or other Company records.
20. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
21. Failure to observe working schedules, including rest and lunch periods.
22. Failure to notify your supervisor of absences in a timely fashion
23. Working overtime without authorization or refusing to work assigned overtime.
24. Unauthorized disclosure of Company trade secrets or confidential information.
25. Unsatisfactory performance or conduct.
26. Violation of any policy in this Handbook.

Nothing in this policy should be construed to affect the at-will nature of the employment relationship.

Personal Appearance

○ Office Personal Appearance Policy:

Office employees shall dress in business casual attire. Clothing must be clean, without tears or holes and neat. Bare midriffs are not acceptable. Tank tops can be worn as long as bra straps are not visible. Undergarments are required. All attire must be modest in appearance. Violators will be warned and may be sent home. The time will be a loss to the violator.

Office personnel must wear closed toed shoes and safety glasses when in the shop.

○ Shop Personal Appearance Policy:

Shop employees shall dress in a manner appropriate for MarTech's working environment and typical industry standards.

- Body must be fully clothed. Midriff and legs must be covered
- No jewelry with the exception of ear studs.
- Waist of pants must be at waist—not below buttocks
- Pants hems should not drag on the ground.
- NO shorts
- NO tank tops
- Shirt with sleeves (short or long) required
- Steel toed or fiberglass reinforced work shoes must cover feet. Tennis shoes are not allowed.
- MarTech provides T-shirts that should be worn when working on a job site.



- Individual “job sites” may require specific dress. The employee is expected to comply with the dress code while at that job site.
- A CLEAN and NEAT appearance is expected at all times.

Performance Evaluation

Performance evaluations are extremely important. It is especially important to have an open dialogue and communicate with your supervisor. It is for this reason that performance evaluations may be conducted at the end of the **90-day Introductory-Period** then continue, generally on an annual basis, by their supervisor.

Cell Phones

The Company recognizes that cellular phones are required business tools and has issued the following policy on the safe use of cellular phones by employees while driving. As of July 1, 2008, cell phones may not be used while driving unless it is a “hands free” unit.

Safety must come before all other concerns. Whenever possible, you are to refrain from using your cell phone while driving. Regardless of the circumstances, including slow or stopped traffic, you are strongly encouraged to pull-off the side of the road and safely stop your vehicle before placing or accepting a call.

Smoking Policy: (Shop and/or Customer Site)

For health and safety reasons, our workplace is SMOKE FREE. There is a designated area for smoking.

- Shop:

YOU CANNOT SMOKE WHILE WORKING!! It is not safe. Take a smoking break and go to the designated area, which is behind in the ally. It is clearly marked with a yellow line and has a cigarette depository.

- Job Sites:

Check with your supervisor and follow the customer’s smoking policy. HOWEVER—never smoke while working.

See your supervisor if you have further questions regarding the Smoking Policy



BENEFITS

Eligible employees at MarTech are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

Some benefit programs require contributions from the employee, but most are fully paid by MarTech. Many benefits are described in separate Summary Plan Descriptions, or Plans, which may change from time to time. The Summary Plan Description will have control over any policy in this Handbook. You will receive a copy of each Summary Plan Description applicable to you. Contact the Controller if you need a Summary Plan Description or have any questions

Health Insurance

The Company offers the following Group Health & Dental Insurance benefits to regular full-time employees, after meeting the eligibility requirements of each Individual Plan:

Group Health and Dental Insurance

Eligible full-time regular employees working 32 hours a week apply for coverage in the group plan for themselves, their spouses and their dependent children. MarTech will pay a portion of the employees total coverage premium, with the employee paying a lesser portion of the premium. The Assistant Office Manager will give you a schedule of the insurance rates at the time the employee becomes eligible for health insurance coverage, which is after 90 days of employment. The employee's premium responsibility will be met in the form of a payroll deduction each week. The plan or plans available can and will change from time to time at the sole discretion of management in order to get the best coverage at an affordable price. Contact the Assistant Office Manager for detailed information regarding the plans available.

Simple IRA Benefit

To full-time regular employees who earn \$5000.00 or more per calendar year and have been a MarTech employee for at least one full year MarTech offers the opportunity to participate in our Simple IR MarTech requires a mandatory contribution from each employee that participates. MarTech will match contributing funds by the employee up to 3% of the employee's gross earnings for one calendar year. Simple Rule for Simple IRA: If the employee does not contribute, MarTech does not contribute. This plan may change at the yearly renewal time. See the Payroll Accountant for details for plan enrollment and eligibility.

Education & Training Assistance

MarTech encourages full-time regular employees to broaden their job-related knowledge by enrolling in outside educational courses and training. As an incentive, MarTech will consider paying all/or a portion of the cost of tuition, books, and supplies. As an employee, if you are interested in talking with your supervisor about your specific situation. MarTech reserves the right to handle each request on a case-by-case decision. Occasionally, MarTech may require an employee to take classes



that will better their position with the company and will except a grade of B or higher for possible reimbursement.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for MarTech's Family and Medical Leave under state and/or federal law, will be placed on leave under FMLA and CFRA during the time they are disabled and not released to return to work until medically certified to do so. The leaves provided under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period.

MarTech will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, MarTech will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If extended leave beyond 12 weeks is required, the Company will make an effort to grant employees leave for the duration of time required to recover and return to work so long as the decision to allow the extension is also consistent with maintaining business need.

Workers Compensation Insurance

MarTech carries Workers' Compensation Insurance to protect employees injured on-the-job, as required by law. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Compensation payments commence on the first day of hospitalization or after the third day following the injury, if the employee has not hospitalized. MarTech pays this coverage.

Again, this insurance provides benefits to employees who suffer injury or illness connected with their employment. To be eligible for Workers' Compensation benefits, the injury or illness must be work-related. Law governs benefit eligibility, but it is essential that you immediately report all work-related accidents, injuries and illnesses to your supervisor.

You should be aware that California law makes it a crime to file a knowingly false or fraudulent claim for Workers' Compensation benefits, or to submit knowingly false or fraudulent information in connection with any Workers' Compensation claim. Violation of this law is punishable by imprisonment for up to five years, a fine of up to \$50,000 or both. Filing a false or fraudulent Workers' Compensation claim is a violation of Company policy; furthermore, will result in disciplinary action that may include termination.

State Disability Insurance

State law requires us to deduct a certain amount from all employees' pay to cover State Disability Insurance (SDI) and Paid Family Leave (PFL). SDI benefits are payable to you when you cannot work because of illness or injury unrelated to your employment. PFL benefits cover events such as newborn Baby bonding, care for parent, child, spouse or domestic partner who is seriously ill and unable to care for them. For information concerning these benefits, contact the State of California



Employment Development Department (EDD) that administers this program, or the Accounting Department.

Administration of Benefits

All the employee benefit programs at MarTech are administered by the Company or its designated administrators. MarTech reserves to itself and its administrators the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program. The Company reserves the right to cancel modify and/or replace the plans and alter contribution rates for benefit programs in accordance with the terms of the plans, at its discretion



TIME OFF

Holidays

All regular, full-time and part-time employees are entitled to the following paid Holidays each year:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	One holiday as assigned each year

Holidays falling on a weekday are observed on the actual day of the Holiday. When a Holiday falls on a weekend, the Company may, at its discretion declare the preceding or following weekday as a paid Holiday. In order to qualify for Holiday Pay, regular non-exempt, full-time employees must work the last scheduled work day immediately preceding the Holiday and the first scheduled work day following the Holiday, unless the employee is on vacation or has obtained approval from their supervisor for a paid absence.

Regular, full-time non-exempt employees shall receive eight (8) hours of regular pay for each observed Holiday. Regular, part-time non-exempt employees who regularly work 32 hours a week or more are paid on an average number of hours worked over the past 90 days. Exempt employees receive pay in accordance with state and federal law.

Vacation

Shop and Field Employees:

Shop and field employees accrue vacation based on hours worked. Vacation pay is based on the employee's regular base hourly rate.

Hourly Vacation Formula		Example: Base Rate of \$10.00
40 hrs. straight time X .03%	=	1.20 hrs. Accrued vacation time
2 hrs over time x .03%	=	.09 hrs. Accrued vacation time
3 hrs double time x .03%	=	.18 hrs accrued vacation time
<hr/>		
Total hours accrued for the week is 1.47 hours X \$10 = \$14.70		

The same formula would apply for the other accrual rates

Vacation Percentage Rates[‡]:

- 3% during 1st and second year of continuous employment
- 4% after 3rd year anniversary of continuous employment
- 5% after 7th year anniversary of continuous employment
- 6% after 15th year anniversary of continuous employment

[‡]Note: Anniversary date will be the hire date.



Stipulations

- Vacation starts accruing the first day of employment. This pay will accumulate automatically for time worked. These accumulated funds will NOT be available for use until the end of one year of employment. Should your employment with MarTech terminate before the end of the first calendar year, vacation pay will be paid with your final check.
- Vacation always accrues for hours worked.
- Vacation may be taken in specific pre-arranged increments of ½ day, full day, week, etc. MarTech requires that a two-week notice be given prior to vacation time. The vacation request form is available in the office, and should be completed and signed by your Supervisor then turned in to the Payroll Accountant. All requests for time off are subject to your supervisor's approval.
- Vacation pay in lieu of vacation time is permitted; however, MarTech encourages vacation time off.
- Any holiday that falls during a vacation period will be treated as a separate date, not vacation leave.
- Vacation pay will not accumulate during unpaid leaves of absence.
- Any accumulated vacation hours owed to an employee upon his/her end of employment will be paid along with the final check and will be taxed as wages.
- MarTech reserves the right to schedule or pay out accrued vacation at any time at its discretion.

Administrative/Exempt and Non-exempt Office Staff

- Vacation starts accruing the first day of employment. This pay will accumulate automatically for time worked. Administrative and non-exempt office staff begin to accrue vacation at a rate that results in one week per year (3.33 hours per month). After completion of two years employment, vacation will be accrued at a rate which results in two weeks per year (6.66 hours per month) Upon completion of six years of employment with MarTech, employees will begin to accrue at a rate which results in three weeks of vacation per year (10 hours per month).
- Vacation funds will NOT be available for use until the end of one year of employment. Should your employment with MarTech terminate before the end of the first calendar year, vacation pay will be paid with your final check
- *MarTech encourages their employees to take vacation time.*
- Any holiday that falls during a vacation period will be treated as a separate date, not vacation leave.
- Vacation pay will not accumulate during unpaid leaves of absence.
- Any accumulated vacation pay at the end of employment will be paid along with the final check and will be taxed as wages.
- The Company reserves the right to schedule or pay for accrued vacation at any time at its discretion.



- Vacation time off requests should be made at least two weeks in advance. Vacation will be scheduled at the Company's discretion, in accordance with operating needs.

Jury and Witness Duty

When an employee receives a Jury Summons, the employee must notify their supervisor immediately and provide a copy of the Summons to their supervisor. An employee can take a full- or partial-workday when summoned for Jury Duty. The employee must report to work on days or parts of days when not selected to serve on the Jury. Exempt employees are paid their regular salary while serving as a Juror, unless the employee does not perform any Company work during an entire week; however non-exempt employees are not paid regular wages.

Voting

If an employee does not have adequate time to vote in an official State-sanctioned election after regular working-hours, the employee may take Company-paid time to vote in State sanctioned or National elections. However, time off must be taken at the beginning or the end of the regular work shift (whichever allows for more time), and the time taken off shall be combined with the actual voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, employees are allowed a maximum of two hours time-off during a State or Federal Election day without loss of pay. Whenever possible, an employee requesting time off to vote shall provide their supervisor at least two days advance and written notice.

Civil Service Personnel

In the effort to support our Community, employees can take unpaid Leave to perform emergency duties when called to duty as a Volunteer Firefighter, Peace Officer or Emergency Rescue Personnel.

Disciplinary action will not be taken when an employee is called to duty as a Volunteer Firefighter, Peace Officer, and First-Responder/Emergency Rescue Personnel. Employees are also eligible for unpaid Leave for required training as a certified Volunteer Firefighter for up to 14 days. . Please alert your supervisor that you may have to take time off for Emergency duty or training. When events occur requiring time off for Emergency duty, please alert your supervisor as soon as possible.

Parental Participation

Employees are encouraged to participate in the school activities of their child (ren). The employee's personal time off is subject to all of the following conditions:

- Parents, guardians or grandparents with physical custody of one or more children in Kindergarten or Grades 1 through 12 may take time off to attend their child(ren)'s school activity;
- Time off for school activity participation cannot exceed eight (8) hours in any Calendar-Month, or a total of forty (40) hours each School Year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor. Employees will be denied time off if they do not provide their supervisors with adequate notice;



- If the Company employs both parents, the first employee to request such Leave will receive the time off. The other parent will receive the time off only if the Leave is approved by his or her supervisor;
- Employees must use accrued vacation in order to receive compensation for this time-off;
- Employees who do not have paid time-off available will take the time off without pay.

If an employee, who is the parent or guardian of a child facing suspension from school, is subsequently summoned to the school to discuss the matter, they must alert their supervisor as soon as possible before leaving work.



LEAVES OF ABSENCE

MarTech may grant a leave of absence in certain circumstances. You should notify your Supervisor and/or the Controller in writing as soon as you become aware that you may need a leave of absence. MarTech will consider your request in accordance with applicable law and MarTech' leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your Supervisor or the Controller during your leave, and giving prompt notice if there is any change in your return date. If you are on a medical leave of absence, you must provide a physician's release before you will be allowed to return to work.

You must not accept other employment or apply for unemployment insurance benefits while you are on an approved leave of absence from MarTech. Acceptance of other employment or applying for unemployment insurance benefits while on leave will be treated as a voluntary resignation from employment at MarTech. Benefits, such as vacation and holidays, will generally not accrue while you are on a leave of absence. Upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave. If you fail or are unable to return from a leave as scheduled, your employment may be terminated.

MarTech may hold in abeyance or proceed with any counseling, performance review, or disciplinary action, including discharge, that was contemplated prior to any employee's request for or receipt of a leave of absence or that has come to MarTech' attention during the leave. If any action is held in abeyance during the leave of absence, MarTech reserves the right to proceed with the action upon the employee's return. Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to MarTech' expectations and to observe all MarTech' policies, rules, and procedures.

The following summarizes the leave policies at MarTech. You must contact the Controller for details and eligibility on each type of leave, and your obligations in requesting leave.

Family and Medical Leave

Family Medical Leave (FMLA and CFRA) MarTech will grant family and medical leave in accordance with the requirements of applicable state and federal laws in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under either law.

Please contact your Supervisor as soon as you become aware of the need for a family and medical leave.

The following is a summary of the relevant provisions

In accordance with its obligations, the Company will grant up to 12 weeks of Family Medical Leave during any 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA). This leave is unpaid but may be



combined with other time off which is paid, unpaid, or a combination of paid and unpaid, depending on the circumstances.

Eligibility

To qualify for Family Medical Leave (FMLA and CFRA) under this policy, the employee must meet all of the following conditions:

The employee must have worked for the employer a total of 12 months or 52 weeks. The twelve months or 52 weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or even if the employee is on leave during the week.

1. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence. The criteria established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave cannot be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
2. The employee must work in an office or worksite where 50 or more employees are employed by MarTech within 75 miles of that office or worksite.

Type of Leave Covered

To qualify for Family Medical Leave (limited to 12 weeks unless otherwise noted) under this policy, the employee must be taking leave for one of the reasons listed below:

1. (FMLA and CFRA) The birth of a child - see Pregnancy Disability Leave (PDL) for leave due to pregnancy disability.
2. (FMLA and CFRA) To care for a newborn child, e.g., "baby bonding".
3. (FMLA and CFRA) The placement of a child for adoption or foster care and to care for the newly placed child, e.g., "child bonding".
4. (FMLA and CFRA) To care for a spouse, registered domestic partner (CFRA only), child or parent with a serious health condition.
5. (FMLA only – 12 weeks) Military Exigency Leave - To be available to a spouse, son, daughter, parent, or next of kin of a covered military service member who is on covered active duty. The qualifying exigency must be one of the following:
 - a. Short-notice deployment
 - b. Military events and activities
 - c. Child care and school activities
 - d. Financial and legal arrangements
 - e. Counseling
 - f. Rest and recuperation



- g. Post-deployment activities or
 - h. Additional activities that arise out of active duty as long as the employer and employee agree, including an agreement on timing and duration of the leave
6. (FMLA only - 26 weeks) Military Caregiver Leave - To be a caregiver to a spouse, son, daughter, parent, or next of kin of a covered military service member, who is undergoing medical treatment, recuperation, or therapy, is in an outpatient status, or on temporary disability due to an injury or illness incurred in the line of duty. This leave may be taken on an intermittent basis or pursuant to a reduced leave schedule.
7. (FMLA and CFRA) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that prevents the employee from working. A serious health condition is defined as: 1) an illness, injury impairment or physical or mental condition that involves a condition which requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or 2) a condition which requires continuing care by a licensed health care provider.

Employees with questions about specific illnesses covered under this policy or under MarTech's paid time off policy should consult with HR.

MarTech will require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined below.

Length of Leave

An eligible employee can take up to 12 weeks of Family Medical Leave under this policy during any 12-month period (exception – up to 26 weeks can be taken for Military Caregiver Leave). MarTech will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, MarTech will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for MarTech and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent or a child (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave.

Employee Status and Benefits during Leave

While an employee is on leave, MarTech will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, MarTech will require the employee to reimburse MarTech the amount it paid for the employee's health insurance premium during the leave period.



Under current Company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by MarTech by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

Employee Status after Leave

An employee who takes leave under this policy will normally be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will normally be the same or one that is virtually identical in terms of pay, benefits and working conditions. An employee returning from a Family Medical leave has no greater right to reinstatement than if the employee had been continuously employed.

Use of Paid and Unpaid Leave

Employees are allowed to use accrued vacation during their Family Medical Leave period. MarTech will notify the employee within two business days in writing or orally (to be confirmed in writing by no later than the employee's next regular payday) whether or not the leave will be designated as Family Medical leave.

Disability leave due to pregnancy, e.g., Pregnancy Disability Leave (PDL) or a leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take Family Medical Leave in 12 consecutive weeks (26 weeks for Military Caregiver Leave), may use the leave intermittently (take a day periodically when needed over the year) or under certain circumstances, may use the leave to reduce the work week or work day, resulting in a reduced hourly schedule. In all cases, the leave may not exceed the amount required by law over a 12-month period.

MarTech may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule for leave for the employee, the employee's family member, or registered domestic partner (CFRA only) that is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the basic minimum duration is two weeks, but the Company will grant requests for leave of less than two weeks on any two occasions. MarTech and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hourly schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member or domestic registered partner (CFRA only), the employee



should try to reach agreement with MarTech before taking intermittent leave or working a reduced hourly schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. MarTech will require certification of the medical necessity as discussed below.

Certification of the Serious Health Condition

MarTech may ask for a certification of the serious health condition. The employee is expected to respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification or an explanation may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form provided by MarTech.

A certification of the serious health condition must include a statement that the employee or family member has a serious health condition as defined by the FMLA/CFRA, the date when the condition began, and its expected duration.. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a family member or domestic partner (CFRA only) who is seriously ill, the certification must include a statement that the patient, the family member or domestic partner (CFRA only), has a health condition that warrants assistance and an estimate of the amount of time needed to care for the family member. An incomplete certification will not be accepted.

Procedure for Requesting Leave

All employees requesting leave under this policy are expected to provide verbal notice with an explanation of the reason(s) for the needed leave to HR. In some cases where MarTech becomes aware of a health or medical condition that may qualify for Family Medical Leave, HR will contact the employee to determine whether Family Medical Leave may be appropriate.

When the leave is foreseeable, MarTech may require the employee to provide a written request for leave and reasons(s) to HR. Failure of the employee to provide a written request for leave will not be grounds to deny or delay the taking of Family Medical Leave.

MarTech will provide an individual Notice of Rights and Obligations to each employee who requests Family Medical Leave within five business days or as soon as practicable.

When an employee plans to take leave under this policy, the employee is expected to give MarTech 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to MarTech's operations.

If an employee fails to provide 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until 30 days from the date MarTech receives notice.

While on leave, employees are requested to report periodically to MarTech regarding the status of the medical condition and their intent to return to work.



Employees who have questions regarding their rights and obligations under this policy are encouraged to contact HR for assistance.

Pregnancy Disability Leave (PDL)

MarTech provides up to four months unpaid leave of absence for disabilities related to pregnancy in accordance with California legal requirements. Employees who expect to take Pregnancy Disability Leave (PDL) are expected to inform the Controller as early as possible of their situation.

Pregnancy, childbirth, or related medical conditions are treated in the same manner as other medical disabilities. Employees on leave due to pregnancy-related disabilities are eligible for temporary disability benefits, e.g., California State Disability Insurance (SDI) and should file their claim with the California Employment Development Department (EDD) as early as possible.

Employees who contemplate the need for pregnancy disability leave should contact HR to discuss the following:

- Employees who need to take PDL must inform MarTech when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees are expected to provide notice at least 30 days before the PDL is contemplated.
- In the event of regular absences from work, employees are expected to consult with HR regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to Company operations;
- If 30 days' prior notice is not possible, notice is expected as soon as practical;
- At the request of the employee and with recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not compromised;
- Temporary transfers or reassignment of duties due to health considerations will be granted whenever possible. However, the employee is only entitled to the pay that accompanies the temporary job as is the case with any other reassignments due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee is expected to provide MarTech with a certification from a health care provider. The certification, indicating disability due to pregnancy, is required to contain:
 - The date on which the employee became or will become disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Employees planning to return to work from pregnancy disability leave will require a written release from the employee's physician;



- Employees are allowed to use accrued vacation during a pregnancy disability leave; and
- The duration of the leave up to a maximum of four months is determined by the employee's physician. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time in which the employee is disabled due to the employee's pregnancy, childbirth, or a related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not have to be taken in one continuous period. It may be taken intermittently, as indicated by the circumstances. Leave may be taken in increments as little as hourly if circumstances require.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position she held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Contact HR for further information and assistance with Pregnancy Disability Leave.

Benefits Coordination with PDL and Family Medical Leave

If you take PDLA), MarTech will maintain group health insurance coverage for up to a maximum of the PDL leave on the same terms as if you had continued in active employment. MarTech may recover premiums it paid to maintain health coverage for you if you fail to return to work following PDL.

PDL and California SDI

Pregnancy, childbirth, or related medical conditions are treated like any other disability. An employee on leave will be eligible for temporary disability benefits, e.g., California State Disability Insurance, in the same amount and degree as any other employee on leave. Qualified employees may apply for SDI benefits by filing a claim with the California EDD.

Paid Family Leave (PFL)

For employees covered by California State Disability Insurance (SDI), Paid Family Leave (PFL, referred to as "Family Temporary Disability Insurance", e.g., FTDI, provides up to six weeks of benefits for individuals who must take time off from work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new minor child.

Paid Family Leave insurance benefits are provided by the State of California Employment Development Department (EDD) and are based on the employee's past quarterly earnings. Paid Family Leave insurance does not provide job protection or return rights. As with other Company Leave policies, you are required to notify MarTech in advance of your intention to take an unpaid leave of absence.

You must exhaust all accrued vacation leave before taking an unpaid absence covered by Paid Family Leave. PFL benefits do not replace all of your usual wages. Your PFL benefits supplement any accrued and unused vacation leave.



Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for seven calendar days.

Employees who are disabled due to a pregnancy-related condition and who qualify and receive California State Disability Insurance payments are not subject to the standard seven (7) calendar-day waiting period. California EDD sends these employees a Paid Family Leave Claim form at the end of their disability period. The employee is required to complete and return this claim form to EDD. The six-week Paid Family Leave begins when the baby-bonding period begins after the employee's disability period ends.

Employees with questions regarding PDL, SDI and/or PFL, should contact the payroll accountant.

Michelle Maykin Memorial Donation Protection Act

MarTech shall grant an employee the following paid leave of absence,

- A leave of absence not exceeding 30 days to an employee who is an organ donor in any one-year period, for the purpose of donating his or her organ to another person. An employer may require an employee to take up to two weeks of earned but unused vacation leave.
- A leave of absence not exceeding five (5) days to an employee who is a bone marrow donor in any one-year period, for the purpose of donating his or her bone marrow to another person. An employer may require an employee to take up to five days of earned but unused vacation leave.

Written verification to MarTech is required and that there is a medical necessity for the donation.

- Any period of time during which an employee is required to be absent from his or her position by reason of being an organ or bone marrow donor is not a break in his or her continuous service for the purpose of his or her right to salary adjustments, vacation, annual leave or seniority. An employee's health coverage shall be maintained and paid under a group health plan for the duration of the leave.
- While on bone marrow donor leave, an employee will be required to pay their portion of their medical benefits to remain active in MarTech's Group Health plan.

Notwithstanding existing law, bone marrow and organ donation leave shall not be taken concurrently with any leave taken pursuant to FMLA or CFRA.

Domestic Violence/ Sexual Assault Leave

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child. The company will also not discriminate against an employee who is a victim of domestic violence or sexual assault for taking time off from work to seek medical attention for injuries caused by such domestic violence or sexual assault, to obtain services from a domestic violence or sexual assault program, to obtain psychological counseling related from the domestic violence or sexual assault, or



to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

MarTech will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take due to a domestic violence situation is limited to 12 weeks.

Bereavement

In the event of the death of an employee's immediate family member (employee's spouse, parent, spouse's parent, long-time companion, domestic partner, step-parent, child, siblings, employee's grandparents, grandchildren or step-grandchildren), regular, full-time and part-time employees may take up to five (5) days unpaid Bereavement Leave. Employees must request time off through their supervisor in the event of a death.

Military Leave

Employees who require time off from work to fulfill their Military obligation will be granted Military Leave in accordance with applicable State and Federal laws. Employees must notify the Company immediately of pending Military duty by providing your supervisor with a copy of your Orders. According to applicable State and Federal law, employees released from active duty qualify for re-employment. Although Military Leave is unpaid if the employee has accrued vacation hours, it may be applied during their Military Leave. Employees with spouses or domestic partners who are deployed in combat zones may be eligible for time off (unpaid) while the spouse or domestic partner is on leave from deployment. Eligible employees may also have FMLA may have leave available related to military service. Such leaves will be provided as required by law, which varies depending on the circumstances. Military leave entitlement is complex. Employees wishing to take military leave should contact the Controller as soon as possible

Victims of Crime

For employees who have been victims of a crime or have an immediate family-member who has been a victim of crime, the company will grant reasonable and necessary leave from work without pay. This applies to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, domestic partner, or child of



a domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued paid vacation, personal leave and/or sick leave in lieu of unpaid leave, if available.

When feasible, affected employees must provide the company with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken.

Lactation Accommodation

MarTech will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid.

MarTech will make reasonable efforts to provide employees with the use of a room or location for the employee to express milk in private. This location may be the employee's private office if available. MarTech may not be able to provide additional break time if doing so would seriously disrupt MarTech's operations. Please speak to the Controller if you have questions regarding this policy.

TERMINATION OF EMPLOYMENT

Termination

Employment with the Company is at-will. An Employee can be terminated at any time, with or without advance notice, and with or without cause. If an employee finds it necessary to resign, the Company respectfully requests a 2- week advance written notice submitted to their supervisor to assist in a smooth transition. In extraordinary circumstances, when an employee has been absent for three days and during the absence has not contacted their supervisor, the Company will assume the employee voluntarily terminated his or her employment as of the end of the third missed day. In any case, the employee must return all Company-furnished tools, equipment, keys and other property prior to their last day of employment. All confidential information received while employed with the Company belongs solely to the Company and must remain so even after termination. Arrangements for clearing any outstanding debts with the Company and receiving a final paycheck will be processed through the Controller.

Benefits Continuation

Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") provides employees and their qualified beneficiaries with continued insurance coverage under the Company's Health plan and Dental plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events include resignation, termination of employment, or death of an employee, a reduction in an employee's hours or a Leave of Absence, a Marriage Dissolution or legal separation, and a Dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or Beneficiary pays the full cost of coverage at the Company's group rates plus an administration fee. The Company provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Company's plan. The notice also contains important information about the employee's rights and obligations.

References

The Company's policy on providing professional references for former employees is to disclose only the dates of employment at the Company and the title of the last position held. If the former employee authorizes disclosure in writing, MarTech will also provide a prospective employer with salary or wage data. Written authorization requires the former employee's signature and Social Security number.



ACKNOWLEDGEMENT OF RECEIPT

Please carefully read this Employee Acknowledgment and Agreement ("Agreement") because it contains important information regarding your employment with MarTech ("Company").

MarTech's (the "Company") Employee Handbook & Safety Policy ("Handbook") is intended to acquaint you with the Company. This Handbook summarizes the Company's employee benefits, personnel policies and employment regulations in effect at the time of the Handbook's publication. The general business conditions at the Company are always changing and evolving, therefore with the exception of the at-will employment policy, the policies in this Handbook and your wages, hours, job assignments, duties, working conditions, position, title, benefits and compensation can be modified at any time, at the sole discretion of the Company. The Company will nonetheless endeavor to give due consideration of the mutual impacts, benefits and responsibilities that any changes in a benefit, policy or rule will have on you as an employee and on the Company.

By your signature below, you certify that:

You have received a copy of the Company's Employee Handbook ("Handbook"), have read it, and familiarized yourself with its contents.

You understand and acknowledge that the policies, rules and benefits described in the Handbook are subject to change at the sole discretion of the Company at any time, and without prior notice, with the exception of your at-will status, which is only subject to change in the manner described below.

You understand and acknowledge this Handbook supersedes all prior Company Handbooks.

At-Will Employment

You understand and agree that your employment with the Company is at-will, which means that your employment is for an undefined period-of-time and may be terminated by you, or by the Company, at any time, for any reason, and with or without cause or notice. You also understand and agree that your status as an at-will employee may not be modified or superseded except by a written agreement signed by you and two (2) Officers of the Company, and that no other employee or representative of the Company has the authority to enter into such agreement.

Employee fully understands this at-will agreement ("At-Will Agreement") contains a complete Statement of the agreements and understandings it recites, and no one has made any promises or commitments to you regarding your employment status that are contrary to this Agreement, and that this Agreement supersedes all previous agreements, whether written or oral, expressed or implied, relating to your at-will status.

Privacy

You understand and acknowledge that voicemail and electronic (e-mail and other) systems are maintained by the Company in order to facilitate Company business. Therefore, all messages sent, received, composed and/or stored on these systems are Company property. The Company reserves the right to access these systems at anytime. The Company routinely performs User and System audits to assure compliance with Company policies. Audits may be conducted with some frequency and at odd hours, and employees may not be notified in advance of such occurrences.

If you have any questions about any of the above statements, please ask the Controller of MarTech.



I HAVE READ AND I UNDERSTAND THE ABOVE STATEMENTS. I ALSO AGREE TO BE BOUND BY THE TERMS OF THE "EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT," AS WELL AS THE AT-WILL AGREEMENT.

Employee Name (Printed)

Date

Employee Signature

HR Representative Signature

Date

Please return this form to the payroll accountant upon hire with MarTech.