



Welcome

Dear RiteNet Employee:

This Handbook has been created to familiarize you with the various programs and benefits offered by RiteNet Corp. We suggest that it be kept readily available to serve as a convenient source of reference. However, please bear in mind that it is only a synopsis of the company's policies and procedures and does not offer in depth information. While RiteNet will strive to keep the Handbook up to date by periodically issuing changes or revisions, its contents should not be used as a primary source of company policy. Comprehensive information should be obtained through consultation with your supervisor and/or the Human Resources Department.

RiteNet is committed to provide the most progressive and beneficial employee programs possible. Moreover, our concept of doing business is as close to that of an employee owned company as we can make it. As a result the team spirit within RiteNet is second to none...fostering the highest dedication to management, leadership, engineering, information technology and support services. Our aim is to be respectful, responsive and personal, as well as cooperative, innovative and deeply involved with both our fellow employees and clients alike. Overall, our concept is one of unanimity and we welcome having you contribute to the RiteNet program as a member of the team.

Sincerely,

Rao Ramineni

About The Handbook

This handbook is designed as a general reference guide for RiteNet employees. Obviously, every policy, procedure and benefit cannot be explained in detail in a book of this size. What we have provided are general summaries of employee benefits, work rules and key policies. Other material of value is also referenced to provide further information for the employee.

THE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT AND DOES NOT PURVEY EXPRESSED OR IMPLIED CONTRACTUAL OBLIGATIONS OR ANY ASSURANCES ON THE PART OF THE COMPANY. THIS HANDBOOK DOES NOT PROMISE, AND IS NOT TO BE INTERPRETED AS PROMISING, CONTINUED EMPLOYMENT AND DOES NOT LIMIT THE RIGHT OF THE COMPANY OR THE EMPLOYEE TO TERMINATE EMPLOYMENT AT ANY TIME WITH OR WITHOUT NOTICE FOR ANY OR NO REASON. EMPLOYMENT AT RITENET IS A VOLUNTARY 'EMPLOYMENT-AT-WILL' RELATIONSHIP FOR NO DEFINITE PERIOD OF TIME.

No one has the authority to bind RiteNet to any employment or other agreement contrary to the foregoing except RiteNet's President, who may only do so in writing. This handbook and its contents are subject to change and may be revoked or modified at RiteNet's sole discretion or due to client obligations, without prior notice. Additionally, this handbook supersedes, in all respects, any prior handbook, policies and procedures manuals, benefits, or practices employed by RiteNet. RiteNet also retains sole discretion to modify or delete the provisions contained in this handbook, at any time.

Certain information in this handbook may vary depending upon each individual employee's work location. With that in mind, exceptions may occur whenever a client situation, geographic condition, or other extenuating circumstance dictates.

Any questions regarding the Company's policies, procedures, and benefits, and amendments thereto, should be discussed with the employee's supervisor. Clarification on specific issues contained in this handbook may also be acquired from the Human Resources Department.

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VISION CARE

Communications

Newsletter [back](#)

The employee newsletter is published to keep you informed of RiteNet's activities and to highlight events and achievements that are of interest to its employees.

Grievance Procedure [back](#)

The company's goal is to ensure that your employment with RiteNet continues to be an enjoyable and rewarding experience. RiteNet encourages a free exchange of information, to include questions and suggestions, between employees and management.

We also recognize that, from time to time, we may all become involved in disagreements and problems that affect employment and which cannot easily be resolved. If a problem affecting your work should arise, management is ready to listen, counsel, and openly discuss the situation. An employee may schedule a meeting to discuss the issue with his or her immediate supervisor, the next level supervisor, and if necessary the appropriate executive level management as needed. Every effort will be made to rapidly resolve all problems in a fair and equitable manner.

Open Door Policy [back](#)

Since the company's beginning, RiteNet has had a policy wherein the offices of its executive level management are open to all employees. If, for any reason, an employee would like to meet with any company official, he or she may schedule an appointment to do so.

You and Your Supervisor [back](#)

If you have any questions about your job or work-related activities, your immediate supervisor should be the first person to approach. However, please be aware that progressively higher levels of management are also available to field questions should that be necessary.

Hours and Pay

Absenteeism and Tardiness [back](#)

It is RiteNet's policy that employees plan their daily schedules and personal affairs to avoid absenteeism and tardiness. RiteNet provides ample time off for vacation, illness and other purposes. When at all possible absences should be scheduled to reduce any adverse impact on the workload and staffing of the organization.

Unexpected Absences. Employees must notify their supervisors of their inability to report for work as scheduled, no later than 30 minutes before their assigned starting time. If the supervisor cannot be contacted personally, employees should inform the Human Resources Department.

Employees who are absent for two (2) consecutive working days without notifying RiteNet are considered to have voluntarily resigned.

Tardiness. Employees are considered tardy when they do not report to work before their scheduled starting time. Employees who are excessively tardy, leave early, or extend authorized periods of absence... such as lunch breaks... beyond their official limits will be subject to disciplinary action up to and including termination.

Advanced Leave [back](#)

Advanced leave will be authorized only in those instances when an employee's immediate supervisor and the appropriate Divisional Vice President believe approval is in the best interest of both RiteNet and the employee. Advanced leave is administered from the employee's vacation account and can not exceed 24 hours of record. RiteNet will not advance sick leave. Excessive time away from work, whether paid or unpaid, is unacceptable and negatively impacts RiteNet's ability to successfully meet its business obligations. Therefore, employees who continually maintain a negative leave balance may be subject to disciplinary action, up to and including termination.

Attendance and Punctuality [back](#)

RiteNet's success depends on the efficient and dependable performance of its people. Therefore, you should be at your job work location ready to start at your scheduled time, unless you have obtained your supervisor's approval to be absent or late.

If your supervisor is unavailable, you are not to leave a message on his/her voice mail, but attempt to contact the next level company supervisor, until you are able to speak directly to a manager. You should provide a telephone number where you can be reached. If you are physically unable to make a personal call, you should try to have someone call for you. Following these steps does not excuse the absence. Your attendance record is an important contributing factor in your RiteNet annual performance review and is significant for your continued employment.

Hours and Pay

Bereavement Leave [back](#)

It is RiteNet's policy to provide full-time regular employees up to three days accrued sick leave with pay to attend the funeral of an immediate family member. An immediate family member is defined as a spouse, child, parent, or a person who lives in the same household as the employee other than a tenant, lodger or boarder.

Direct Deposit Payroll Program [back](#)

RiteNet offers all employees a direct deposit payroll program. The company strongly recommends that every employee take advantage of the program. This program is designed to eliminate lost and stolen checks, and to provide employees in all locations [immediate] access to their money. Employees may have their net pay deposited to either a checking or savings account, or split between a maximum of four accounts at the financial institutions of their choice. Instead of a check, employees will receive a similarly formatted pay statement containing the employee's pay, deductions and leave accrual information.

The direct deposit enrolment process takes two to three pay periods to take effect. During that time paychecks will be mailed to the employee's home address.

Employees who do not elect payment through the direct deposit program will be charged a check replacement fee if their paycheck is lost and it becomes necessary to issue a replacement check. Employees who close the account to which their pay is directly deposited must immediately notify the Human Resources Department.

It is important that if any of the above events occur, you promptly contact the Human Resources Department.

Family and Medical Leave [back](#)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), RiteNet will provide up to 12 weeks of unpaid leave during a 12 month period, to eligible employees for certain family and medical reasons. Employees are eligible for FMLA leave if:

- They have worked for RiteNet for at least 12 months and have worked a minimum of 1,250 hours during the preceding 12 months;
- There are at least 50 employees within a 75 mile radius of the employee's work site; and
- The reason for the leave request qualifies under the provisions of FMLA.

RiteNet will utilize a "rolling" 12 month period measured backward from the date upon which leave under the FMLA is taken.

Hours and Pay

FMLA leave may be granted to all eligible employees for the following reasons:

- To care for the employee's child after the child's birth, adoption, or foster care placement with the employee;
- To care for the employee's spouse, child, or parent suffering a serious health condition; or
- For a serious health condition that renders the employee unable to perform the essential functions of the employee's job.

If an employee is eligible for FMLA leave, RiteNet will classify all leave taken, whether paid or unpaid, for the reasons stated above, as FMLA leave. This leave will count towards the employee's FMLA entitlement of 12 weeks within a 12 month period (as previously stated). Except for medical emergencies and unforeseeable circumstances, employees are required to give RiteNet 30 days notice prior to taking leave. With limited exceptions, noted under the Act, employees utilizing FMLA will be reinstated to their own position or one comparable in pay, responsibilities and duties at the time of their return to work. Health Insurance Group benefits would continue without personal contributions, however, the employee will be responsible for continued premium contributions to the health and dental plans while under FMLA.

Nothing in the FMLA supersedes any provision of state or local law that provides greater family or medical leave rights than those provided by FMLA. If you need additional information on taking FMLA leave, please contact the Human Resources Department.

Garnishments [back](#)

Employees are encouraged to handle their financial obligations promptly so that the company will not be required to assist creditors in collecting amounts owed. In the event the company is served with a writ of garnishment or attachment, a levy by the Internal Revenue Service (IRS) or any other similar order, the required amount will be deducted from the employee's pay check (s). The amount deducted will not exceed that permitted by law. In addition, if the terms of the garnishment and/or state law permit/require, a processing fee will also be deducted. Questions regarding the terms and effective date of an income reduction order should be directed to the Payroll Department.

Holiday Leave [back](#)

All full-time regular employees as well as part-time employees regularly scheduled to work 32 or more hours per week, will be eligible to be paid for the following holidays: New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and Christmas Day.

If the Government observes any holidays beyond those shown above, which prohibit RiteNet employees from working on-site, the employees will be required to utilize vacation leave or leave without pay (LWOP) to satisfy his/her day/s off.

Hours and Pay

Employees who take LWOP on either the working day immediately preceding or following a holiday will not be eligible for holiday pay.

Employees may not begin or end their employment on a paid holiday unless they are actually at work on the holiday. Individuals who are terminating their employment and who are not returning to work after a holiday are not eligible for holiday leave pay.

Each holiday is observed on the day designated by the Federal Government. The Human Resources Department maintains a list of dates for all holidays in a given year.

Both part-time employees who are regularly scheduled to work less than 32 hours per week and casual employees are not eligible to receive holiday leave pay.

Upon prior approval by the company's supervisor, RiteNet will attempt to make reasonable accommodations for employees observing religious holidays other than those observed by the company. Accommodations may include allowing employees to:

- Use accrued vacation leave;
- Use leave without pay (LWOP); or
- Make up the lost hours within the same pay period.

Inclement Weather Leave [back](#)

If a decision is made (either by RiteNet management or by a client) to close a work site, our employees will be required to account for all hours missed as follows:

Exempt employees may:

- Make up the lost hours during the pay period, if acceptable to management and permitted by contractual agreements; or
- Exercise vacation leave. If an employee has insufficient vacation leave to cover the lost hours, vacation leave will be advanced to the employee. Advanced leave must be approved by the employee's direct supervisor.

Non-Exempt employees may:

- Make up the lost hours during the same work week, if acceptable to management and permitted by contractual agreements. Non-exempt employees may not work over 40 hours in any single work week without prior authorization;

Hours and Pay

- Exercise vacation leave. If an employee has insufficient vacation leave to cover the lost hours, vacation leave will be advanced to the employee. Advanced leave must be approved by the employee's direct supervisor; or
- Record leave without pay.

Jury Duty Leave [back](#)

It is RiteNet's policy to provide paid time off for jury duty to full-time regular employees and part-time employees who work at least 32 hours per week.

Employees who receive notice of jury duty must immediately notify their supervisor of the court date and the anticipated length of the assignment, if known. The employee also must provide a copy of the jury certificate or court order before the leave will be granted. If the employee holds a position essential to the operation of the company, the supervisor may request that the Human Resources Department ask the courts to excuse the employee from serving.

Full-time, regular employees serving on jury duty will continue to be paid their normal salary. The employee should contact the Payroll Department for instructions on completing their RiteNet timesheet while on jury duty. Any incidental costs associated with the performance of jury duty must be borne by the employee. Upon completion of jury duty, the employee is required to endorse and forward the official court check, or other documentation of remuneration to the company's Accounting Department.

Employees who are dismissed from jury duty before the end of the workday must contact their supervisor for instructions on whether to report to work for the remainder of the day.

Part-time employees (those who work less than 32 hours per week) will be granted time off for jury duty, but are not eligible for pay.

Leave of Absence (LOA) [back](#)

If it is necessary for an employee to be absent from work for a period greater than 25 work days but not longer than one year, and he/she does not have sufficient leave or reason to qualify for any other leave, the individual may request a leave of absence by completing an Employee Data Change Form, and obtaining approval for absence from his/her immediate supervisor. The form must be forwarded to the Human Resources Department for record keeping purposes. The employee requesting an LOA must also contact the Human Resources Department to ensure continuation and/or payment for benefits while on leave. A leave in excess of 90 days will require the employee to exercise his/her rights under the COBRA Law in order to continue Medical and/or Dental Benefits. Each employee is required to submit a written request for reinstatement to his/her immediate supervisor, no later than two weeks prior to the date on which they anticipate returning to work.

Every effort will be made to reinstate the employee in their (1) previous position, or place them in (2) a similar position or (3) any other available position. However, reinstatement may not be practical in all cases, and there is no guarantee that an employee will be returned to the company rolls.

Hours and Pay

Leave Without Pay (LWOP) [back](#)

Employees are permitted to record LWOP on their timesheet in certain situations; such as religious holidays other than those observed by RiteNet, the accrual of insufficient sick or vacation leave to cover an absence, or absences due to inclement weather conditions. Exempt employees may report LWOP in eight-hour increments only. Non-exempt employees are not bound by this restriction.

The employee's company supervisor must authorize the use of LWOP. Excessive use of LWOP may be cause for disciplinary action, up to and including termination.

Maternity Leave [back](#)

Employees who qualify to take leave under the provisions of the FMLA may be eligible for up to 12 weeks of unpaid maternity leave. Please refer to the 'Family and Medical Leave Act' for additional information.

Full-time, regular employees are covered by disability insurance and may receive benefits therewith. Please contact the Human Resources Department for more information on disability coverage.

Military Leave [back](#)

RiteNet employees will be granted leave to perform military service according to the Uniformed Services Employment and Reemployment Rights Act of 1994, or any applicable state laws that provide for greater participation in mandatory military service.

Full-time employees and part-time employees working more than 32 hours per week, who are required to serve on active duty as members of the Armed Forces Reserve or National Guard shall be granted military leave and may receive financial compensation to offset a reduction in income. Part-time employees working less than 32 hours per week shall be granted military leave, but are not eligible to receive financial compensation.

Overtime Pay [back](#)

It is RiteNet's policy that department managers will schedule work in a manner that minimizes the requirements for overtime hours. However, the nature of RiteNet's business will occasionally require employees to work overtime. When situations arise that demand overtime, managers will give employees as much prior notification as possible and will have them complete a Request for Paid Overtime form.

Sale of Vacation Leave [back](#)

Vacation leave accrues pro rata each pay period. The maximum amount of leave that may be accrued is 200 hours. Employees may sell accrued leave back to the company each year. Please refer to the Sale of Vacation Leave instructions that are disseminated periodically.

Hours and Pay

Salary Administration Policy [back](#)

Employees' compensation should be commensurate with their responsibility and demonstrated results. To achieve this objective, RiteNet offers a total compensation program that includes salaries, benefits, bonuses and awards of recognition. (See Benefits Overview for specific information on employee benefits)

The program has been designed to maintain equitable salary structures and compensation plans consistent with the company's ability to provide such amenities and to offer a total compensation package which compares to local and national practices. It is the company's objective to periodically adjust its rate ranges and merit planning figures in accordance with changing economic and industry patterns. The program will be administered to ensure internal consistency and equity. Differences in performance contributions shall be recognized and treated accordingly.

Salary Increase Policy. Guidelines pertaining to granting promotional increases, merit salary increases, equity increases, as well as the timing of salary increases will depend upon the employee's level of performance, current salary relative to position in the salary range, and guidelines established by which salary actions can occur. Performance reviews will be conducted annually as part of the salary review process.

A merit increase is defined as an increase within classification given periodically in recognition of capable or better than capable performance. It is RiteNet's policy to grant merit salary increases within approved salary ranges and grading structures in order to recognize individuals attaining continued high levels of performance. Salary increases are not to be considered automatic based on the passage of time. They must be earned on the basis of demonstrated performance.

Bonuses/Incentives. Bonuses are part of the total compensation system and are held in confidence. While salary increases are paid for improved job performance and a demonstration of new skills, bonuses are typically paid for results 'above and beyond' an employee's normal duties, the success of a special project, or a contribution to the company that an employee might make as a result of an accumulation of many small jobs/successes.

Confidentiality of Salary Information. Individual compensation is a confidential matter. Information concerning individual salaries, as well as their classification and ranges is a personal matter and is only made available to those management personnel who are directly involved in, and who have authority over the control, budgeting or administration of salaries.

Sick Leave [back](#)

RiteNet provides paid sick leave to all full-time, regular employees. Part-time employees working 32 hours or more per week, accrue sick leave on a pro-rated basis commensurate with the number of hours worked per pay period. Part time employees who work less than 32 hours per week, are not eligible to accrue sick leave.

Eligible employees accrue leave based on paid hours in the basic work period (i.e., the accrual is reduced for LWOP taken). The maximum annual accrual for full-time regular employees is 40 hours.

Hours and Pay

Standard Work Schedules [back](#)

RiteNet observes an official, regularly scheduled work week of 40 hours, consisting of five consecutive eight-hour days beginning on Monday and ending on Friday. RiteNet employees working at client sites usually observe the same daily work hours as the client. However, some employees may be assigned schedules that deviate from the standard workweek.

RiteNet's official corporate hours are 8:00 A.M. to 5:00 P.M., Monday through Friday. Billable employees may be allowed to deviate from the corporate standard work schedule if the client grants permission to do so, or adequate coverage is maintained within their assigned areas of responsibility. Employees working on the clients' site will be expected to conform to the client's work schedule.

Any change in an established schedule must be approved in advance by the employee's immediate supervisor.

Subpoenas [back](#)

It is RiteNet's policy to allow employees to use their accrued vacation leave or LWOP if they are subpoenaed for a court appearance.

Time Reporting [back](#)

To ensure that employees are paid in a timely manner and that accurate payroll records are maintained, timesheets must be completed and signed by all employees and submitted to their supervisors by the close of business on the last day of each pay period. If an employee is out of the office the day that timesheets are due, he/she must call their supervisor to report the hours they have worked and thereafter submit a signed timesheet upon their return to work. An employee may not request or instruct a fellow employee or any other individual to complete or sign his/her timesheet.

Contractual terms may require RiteNet employees to complete a client sign-in/sign-out log. Employees should consult with their company supervisor regarding the proper completion of such logs. Employees who are required to complete a client sign-in/sign-out log must ensure that the time recorded in the log matches the time reported on their RiteNet timesheet.

Employees who know they will be on scheduled leave at the end of a pay period should complete their timesheet (to include the scheduled leave) and submit it to their supervisor by the close of business on their last day at work before the leave commences.

To comply with government time reporting requirements, time sheets must be filled out at the end of each working day. It is RiteNet's policy to record all hours actually worked. Timesheets must be completed in blue or black ink. Accurate job codes and descriptions are essential to process timesheets. Supervisors will provide their employees with the appropriate job codes to be used on their timesheets. However, it is the employee's responsibility to obtain a job code before beginning work on a task or project.

Hours and Pay

Errors made on timesheets should not be erased, scratched out, written over, or obliterated with 'white out'. A single line should be drawn through the error, the correction made and then initialed. Errors discovered after the submission of a timesheet may require a revised timesheet. The Payroll Department will notify the employee's supervisor of such errors.

A timesheet is not to be signed until it is completed for the entire pay period. An employee's signature on a timesheet is a certification that the hours recorded reflect the hours he/she actually worked. Employees should never sign a blank or partially completed timesheet. All timesheets require appropriate approval.

Any falsification of timesheets or intentional failure to follow the policy for reporting time is considered fraud and gross misconduct. Both offenses may result in immediate termination of employment and/or criminal penalties.

Unemployment Compensation [back](#)

Under the State Unemployment Compensation Act, RiteNet and in some states the employees themselves, contribute to unemployment insurance funds. Employees who are separated from their jobs may be eligible for unemployment compensation.

Work Week, Pay Periods, and Paydays [back](#)

The official RiteNet work week is defined as the seven day period beginning at 12:00:01 A.M. Sunday and ending at 12:00 midnight Saturday. RiteNet employs twenty-four twice a month pay periods during the calendar year. The first pay period for the year begins at 12:00:01 A.M. on the first of the month and ends at 12:00 midnight on the fifteenth of that month.

Employees are paid on the first and fifteenth of a month for the preceding period for which the pay has been earned. If a payday falls on a Saturday, employees will be paid on Friday. If a payday falls on a Sunday, employees will be paid on Monday.

Vacation Leave [back](#)

RiteNet provides paid vacations to all full-time, regular employees. Part-time employees who are regularly scheduled to work 32 hours or more per week accrue vacation leave on a prorated basis to the number of hours worked. Part-time employees who are scheduled to work less than 32 hours per week are not eligible to accrue vacation leave. During the 90-day introductory period, vacation leave is accrued but may not be taken.

Eligible employees accrue leave based on regular paid hours (i.e. the accrual is reduced for a LWOP status). The maximum annual accruals for full-time, regular employees are as follows:

(See table on next page)

Hours and Pay

Length of Service	Maximum Annual Accrual (Hours)
Less than 5 years	80
More than 5 years but less than 10 years	120
More than 10 years but less than 20 years	160
20 years or more	200

Employees who leave RiteNet after successfully completing their three-month introductory period will be paid for any earned but unused vacation time provided they have been with the company for one year. This leave will be paid in their final paycheck. Employees who terminate their employment prior to completing their introductory period will not be paid for earned vacation leave. Those employees departing the company who have used more vacation time than they have earned will have the appropriate amount of monetary earnings deducted from their final paycheck.

Requests for vacation leave must be submitted to the employee's supervisor in writing using the Vacation Request Form, unless it is for a period of less than 24 hours and/or to satisfy a valid emergency situation, wherein an oral request to the supervisor will suffice. Full consideration will be given to the employee's preference in scheduling vacations. Where RiteNet business requirements dictate, or when individuals with similar duties in the same location have requested conflicting dates, the employee who first requested the time period will be granted leave. If the employees submit the leave requests at the same time, the employee with seniority will be granted the leave.

EMPLOYMENT POLICIES

Americans with Disabilities Act [back](#)

The Americans with Disabilities Act (ADA), prohibits employment discrimination against qualified individuals with disabilities. RiteNet is committed to fulfilling the requirements of this law and other laws protecting the rights of individuals with disabilities. RiteNet's policy prohibits discriminating against individuals with disabilities in any aspect of employment. It is dedicated to the provision of reasonable accommodation within applicable law.

Categories of Employment [back](#)

Employees of RiteNet are classified in one of the following categories:

- **Full-time regular:** An employee who is hired to regularly work 40 hours per week. A full-time employee is eligible for company benefits.
- **Part-time regular:** An employee who is hired to work less than 40 hours per week on a regular basis. Part-time employees who are regularly scheduled to work 32 hours or more per week are eligible to accrue vacation and sick leave based on hours worked. They also qualify for paid holidays and are eligible to participate in group insurance programs. Part-time employees who are regularly scheduled to work less than 32 hours per week are not eligible for company benefits such as paid holidays, group health plans, dental insurance, paid vacation and sick leave. All part time employees may participate in the 401(k) Savings Plan.
- **Temporary:** An employee who reports to work on a full time basis, but for a period of time, usually not to exceed six months. At the expiration of the temporary period, this status of employment may be revisited and established as a permanent position. While the employee is in a temporary status, he/she will not be eligible to receive any company benefits.
- **Casual:** An employee hired to work for a period of time not to exceed six months. Schedules for casual employees' may be fixed or intermittent ("on-call"). Casual employees are not eligible to receive any company benefits.

Refer to RiteNet's policy on 'employment status changes' for information regarding changing an employment category.

Employees are also classified as either 'exempt' or 'non-exempt' based on the provisions of the Fair Labor Standards Act (FLSA). The FLSA regulates minimum wages and overtime pay for hourly non-exempt employees. The Act also exempts certain classes of employees from such requirements. Two classifications are used by Federal and State regulatory agencies: ...'exempt' and 'non-exempt'.

- **Exempt** refers to a person employed in a bona fide executive, administrative, or professional capacity. The overtime pay provisions of the FLSA do not cover an exempt employee.

EMPLOYMENT POLICIES

- Non-exempt refers to an hourly employee in a clerical, secretarial, support, or similar position who does not meet the criteria for exemption from the FLSA. A non-exempt employee is eligible for overtime pay of 1.5 times their regular hourly rate. Refer to RiteNet's policy on overtime pay for additional information.

Each employee's exempt/non-exempt status will be determined upon hire but may change during the course of employment due to a change in position.

RiteNet complies with applicable laws pertaining to wages and hourly pay as well as all regulations regarding the computation and payment of overtime. Questions regarding these classifications should be directed to the Human Resources Department.

Changes in Personal Status [back](#)

RiteNet maintains employee records as required by law and which are deemed essential for efficient operations. Employees should promptly report information changes in any of the following categories to the Human Resources Department. All changes must be reported in writing:

- ◇ Name
- ◇ Address
- ◇ Home/Work Phone Numbers
- ◇ Emergency Contact
- ◇ Marital Status and Name of Spouse if applicable
- ◇ Number of Dependents
- ◇ Beneficiary Change for 401(k) Plan and Life Insurance

Employees should contact the Human Resources Department to acquire the appropriate form/s with which to report changes.

Employment Status Changes [back](#)

Full-time to Part-time

Full-time to part-time status changes require the approval of the employee's company supervisor as well as the program director or department manager. A change in status from full-time to part-time could result in the loss of most benefits (see RiteNet's policy on categories of employment for details). If employees are re-scheduled to work less than 32 hours per week as part-time regulars, they will be paid for the balance of their accrued, full-time vacation leave upon changing status. Part-time employees working less than 32 hours per week may not use paid sick leave even if they had been credited with sick leave as full-time employees.

EMPLOYMENT POLICIES

Part-time to Full-time

Part-time to full-time status changes require the approval of the employee's supervisor as well as the program director or department manager. Only employees with a satisfactory performance record will be considered for full-time employment. Employees who change to full-time status will be eligible to participate in company benefit programs on the first day of the month following their change to full-time status.

Full-time RiteNet employees with positive sick leave balances who convert to part-time status, lose their sick leave, then revert back to full-time status, will be entitled to have their original sick leave balances reinstated.

Temporary or Casual to Part-time or Full-time

Employees who switch from Temporary or Casual to Part-time or Full-time employment will be eligible for all applicable benefits on the first day of the month following their change in status. The date that employees change to part-time or full-time status is the date that will be used to determine seniority for leave accrual as well as 401(k) matching and vesting eligibility.

Dress Code [back](#)

It is RiteNet's policy that each employee's dress, grooming, and personal hygiene be appropriate to their workplace. Employees are expected to present a professional image to customers, industry representatives, government officials, and the public, at all times. Appearance in the workplace cannot be disruptive or reflect negatively on RiteNet's image and relationship to its customers. It is important that employees see and present themselves as business professionals. All employees should practice common sense rules of neatness, good taste, and comfort. Inappropriate attire such as shorts, sandals, and similar items of casual dress are not permitted.

The normal dress code is Business Casual at RiteNet Corporate Headquarters. Employees who work at a client site must follow the client's policy regarding office attire. RiteNet considers any opportunity to dress more casually to be a privilege. The company expects its employees to maintain the professionalism and decorum anticipated by the office to which they are assigned.

Employee Files [back](#)

The Human Resources Department maintains a personnel file for every RiteNet employee. The file contains your application, resume, offer letter, performance reviews, letters of recognition, promotions and other documents related to your employment at RiteNet. In addition, separate files are maintained within Human Resources for payroll, the 401(k) Savings Plan and other benefits. Employees may request access to their personnel files by contacting the Human Resources Department.

Employee Referral Bonus Program [back](#)

RiteNet employees may earn a cash bonus when they recommend or refer a candidate whom RiteNet hires, and who thereafter completes 120 days of employment. Because there are several categories of referral bonuses,

EMPLOYMENT POLICIES

and they periodically undergo change, employees should consult the Human Resources Department to ascertain up-to-date information concerning the specific plan in which they are interested. The referring individual must be actively employed by RiteNet, when the referral becomes payable. The bonus will be included in the referring employee's paycheck immediately following the completion of 120 days of employment by the 'new hire'. Appropriate tax deductions will be made from all bonuses.

Employment Verifications and Job References [back](#)

Because of the serious legal consequences that may be involved with job references, all requests and inquiries must be referred to the Human Resources Department which will verify factual content for the following points of interest:

- ◇ Dates of employment;
- ◇ Position title/s; and
- ◇ Confirmation of annual salary or hourly rate.

No potential employer is to be given an opinion or assessment of a former employee's job performance or attitude.

Illness, Emergency and Accident [back](#)

The RiteNet supervisor should be immediately notified in the event of an illness, emergency or accident which the employee suffers while at work or on a client's site. If an injury happens on the job, the Human Resources Department must be informed immediately so a 'First Report of Accident' form can be filed. The employee should not, under any circumstances, leave without notifying their supervisor, or a co-worker who can in turn notify the supervisor.

New Employee Orientation [back](#)

An orientation for new employees is held on the first day of their employment. Orientation involves a meeting with a RiteNet official, usually from the Human Resources Department, and each employee's immediate supervisor or program manager. It entails a briefing on and review of company policies and procedures, as well as an opportunity to complete the necessary employment and benefit forms. It will be necessary for each employee to submit completed forms to the Human Resources Department within one week of their start date. It should be noted however that the Employment Eligibility Verification Form I-9 **must repeat must** be completed within an employees first three working days for employment to continue.

Personal Property [back](#)

RiteNet provides all the tools and equipment necessary for employees to perform their work. The company is not responsible for lost personal items. Employees are encouraged to protect their property at all times. If one

Employment Policies

believes an item has been stolen, they must immediately contact the facility security officer if working at headquarters, or their cognizant security officer at the client site.

Separation of Employment [back](#)

Written notification of an intent to resign should be given to the employee's immediate supervisor at least two weeks prior to his/her anticipated date of resignation, to promote a smooth transition of duties, responsibilities, and benefits for the employee, the client, and the company. The immediate company supervisor is responsible for forwarding the resignation letter to RiteNet's Human Resources Department. The termination date for the employee is the last day to be worked.

Due to the nature of our business, on rare occasions, it may be necessary to lay off employees. Every effort will be made to place employees in another position within the company. If that cannot be accomplished, the individual will be given at least two weeks notice.

Smoking [back](#)

It is RiteNet's policy to provide a smoke-free work environment for its employees. This no smoking policy has been established to reflect the needs of non-smokers and to maintain a healthy, comfortable and productive environment. There is no smoking allowed in RiteNet offices or client facilities unless specifically authorized.

Telephone Use [back](#)

The telephone must be answered in a prompt, professional and courteous manner. Company or client telephone instruments are for business use and personal emergencies. Personal calls should be restricted to those that are only absolutely necessary, and they should be of as brief a duration as possible. Personal long distance calls are not permitted. And the personal use of RiteNet's toll-free phone number is prohibited.

Standards of Business Ethics and Conduct

Employment-At-Will [back](#)

RiteNet, Corp. employs an "at-will" relationship with its workforce. This relationship offers maximum flexibility for both the company and its employees. Employees are free to end their employment with RiteNet at any time, with or without cause or notice, and RiteNet is free to terminate its employment relationship with any individual at any time, with or without cause or notice.

Only the President of RiteNet is authorized to modify this policy or to enter into an agreement, oral or written, that changes this at-will relationship. No statements made in pre-hire interviews or RiteNet recruiting materials, or in any discussions or comments of any kind whatsoever, alter the at-will nature of employment or imply that discharge will occur only for cause.

The "at-will" policy may not be modified by any statements contained in this Employee Handbook, other company manuals, employee applications, RiteNet recruiting materials, RiteNet memoranda, or other materials provided to applicants and employees in connection with their corporate engagement. None of these documents, whether in a single or combined form, create an express or implied contract of employment, or an express or implied contract concerning any terms and conditions of employment. Similarly, RiteNet policies and practices with respect to any matter whatsoever should not be considered as creating any contractual obligations on the company's part or as stating in any way that termination will occur only for cause. Statements of specific grounds for termination set forth in this Employee Handbook or in any other company documents are examples only, and are not all-inclusive lists. They are not intended to restrict RiteNet's privilege to terminate employment at-will.

Completion of an introductory period, or granting of regular status, does not change an employee's situation as an at-will employee or in any way restrict the company's right to terminate the employee, or change the terms or conditions of employment.

Equal Employment Opportunity [back](#)

Our continued success depends on an effective utilization of qualified individuals regardless of race, color, religion, ethnic background, sex, age, disability, marital status, or sexual orientation. To further the principle of equal employment opportunity, all hiring decisions will be based solely upon an individual's qualifications for the position to be filled. We have an enduring commitment to hire and develop the best people available because it is morally right, legally required, and a good business practice.

Supervisory and managerial personnel are assigned overall responsibility for implementing and sustaining our nondiscrimination policy. All managers, supervisors, recruiters, and company representatives will be given briefings and receive appropriate training on our equal employment opportunity policies and procedures to assist in their application.

Standards of Business Ethics and Conduct

Matters relating to recruiting, hiring, training, compensation, promotion, benefits, transfer, layoff, employment recall, company sponsored education, acceptable mores, assistance and recreational programs, and all official and inter-relational treatment having to do with RiteNet employment will be free of discriminatory practices.

As opportunities for transfer, advancement, or promotion occur, including promotions into and within various levels of management, periodic reviews and analyses of personnel records will be conducted to ensure that all minority and female employees continue to receive equal consideration, and that only valid requirements are imposed for these opportunities. Hence, all personnel transactions involving the hiring, training, promotion, change of status, change of salary, transfer, or termination of any employee below the level of Vice President must have the prior written approval of the Equal Employment Opportunity Officer.

The Director of Human Resources has been designated as the company's EEO Officer and has overall responsibility for implementing RiteNet's Affirmative Action Program in accordance with the Office of Federal Contractor Compliance Programs (OFCCP) Order Numbers 4 and 12.

The company's Affirmative Action Plans are available for inspection by any employee or applicant for employment upon request. Please contact the Director of Human Resources at (301) 251 5636 X203 during normal business hours.

Non Discrimination [back](#)

RiteNet reaffirms its commitment to fulfilling the requirements of Title VII of the Civil Rights Act of 1964 and other laws promoting equal opportunity employment to all qualified persons without regard to race, color, sex, age, religious creed, disability, ethnic background or marital status. RiteNet affirms that this policy relates to all phases of employment, placement, upgrade, transfer, layoff, employment recall, termination, pay rates and other forms of compensation, as well as selection for training, use of all facilities and participation in all of RiteNet's sponsored employee activities.

It is also RiteNet's policy that each employee's work environment is free of all such discrimination, and that relations among employees be conducted on the basis of mutual respect. Consequently, it is the duty of every RiteNet employee, whether management or otherwise, to refrain from discrimination against any other RiteNet employee or any other person at a RiteNet work site, based upon that person's race, color, sex, age, religious creed, disability, ethnic background, or marital status.

Conditions of Employment [back](#)

Individuals who accept positions with RiteNet must agree to comply with certain conditions of employment. Upon being hired, or as requested, employees are required to:

- Sign the company's Acknowledgement of Receipt of RiteNet's Employee Handbook;
- Sign acknowledgements of other policies or procedures that the company deems appropriate;

Standards of Business Ethics and Conduct

- Sign the company's Employee Confidentiality Agreement;
- Comply with the requirements of the Immigration Reform and Control Act of 1986 by providing documents that demonstrate identity and authorization to work in the United States; and when applicable,
- Satisfy any contingencies included in the employment offer.

Questions concerning RiteNet's conditions of employment should be directed to the Human Resources Department.

Employee Conduct [back](#)

It is RiteNet's policy to develop and maintain a positive image and reputation to both the client and the community. RiteNet employees are expected to:

- Arrive at work on time and strictly observe regularly scheduled office hours;
- Focus their full time and attention on work during their scheduled hours;
- Only use company and client provided supplies and equipment for RiteNet and client-related business;
- Respect all time-off and leave programs and their intent;
- Strive to reach maximum capability in job performance;
- Treat company and client equipment and facilities with responsible care;
- Respect the company's policies concerning equal employment opportunity, affirmative action, and sexual harassment, and understand that illegal or inappropriate discrimination and/or harassment in any form will not be tolerated;
- Consider the rights, interests, and responsibilities of RiteNet and their fellow employees;
- Recognize that the good name of RiteNet is an asset that may be tarnished if work is produced that is unacceptable in quality, quantity, or timeliness; and
- Act in accordance with applicable laws, established company standards and procedures, and appropriate ethical and business standards.

RiteNet will not tolerate any form of violence whatsoever, by its employees. Any form of professional or social misbehavior may result in immediate termination.

Standards of Business Ethics and Conduct

Conflict of Interest [back](#)

RiteNet's reputation and the trust and confidence of its clients and associates are among our most vital corporate resources. RiteNet is committed to the ethical conduct of its affairs and possesses a strong fundamental sense of honesty and fairness in all of its endeavors. Our standards require compliance with all laws, regulations and ethical practices that apply to RiteNet's business activities. Moreover, as a government contractor, this compliance is subject to review by government and/or outside auditors. Failure to conform could seriously detract from RiteNet's ability to successfully compete for future government contracts and could also result in individual liability.

General Integrity and Compliance with laws: RiteNet has developed an impeccable reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. While employees of RiteNet enjoy the benefits of this reputation they are also obligated to uphold it in their daily business activities. Any employee in doubt about whether an activity meets the company's ethical standards, or might compromise our reputation, should discuss the matter immediately with their RiteNet supervisor. It is important to note that since many of these standards are governed by law, any violation may subject both the employee and the company to criminal and financial penalties. If an employee is not satisfied with his supervisor's response to a problem, the matter should be brought to the attention of the next level management in the company, or the Vice President.

Areas for Potential Conflict: Employees have the responsibility to work in the best interests of RiteNet and to avoid situations and actions that may be, or otherwise might create the appearance of being, in conflict with the company's objectives and principles. Although not intended to be a complete list, the following types of activities must be avoided:

- Holding a substantial (over 5%) financial interest in the business of competitors, suppliers, or customers;
- Accepting gifts from any vendors or suppliers of material or services; or
- Offering any gifts, favors, advance payments, or the inappropriate use of RiteNet facilities to customers or other entities. Employees must be careful that any acts of hospitality toward public officials and government employees comply with laws and regulations and be of such a nature as to avoid compromising the integrity of the company, the public official, or the government employee.

The following situations of potential conflict should also be reported to RiteNet management:

- Holding employment, or an advisory position, with any business or institution with which RiteNet has a competitive or other significant relationship;
- Competing with RiteNet or diverting a business opportunity from RiteNet for the employee's personal interest; or
- Using RiteNet's assets (facilities, supplies, equipment, funds, expertise, inventions, etc.) for the benefit of another business, organization or for one's personal benefit.

Standards of Business Ethics and Conduct

Employees are encouraged to discuss issues and concerns pertaining to RiteNet's commitment to ethical business practices with their supervisors. All managers are responsible for enforcing compliance with the company's policies on ethical behavior and conflict of interest.

Drugs, Narcotics, and Alcohol [back](#)

It is RiteNet's policy to maintain a drug-free working environment at all company locations and client sites. RiteNet complies with the Drug-Free Workplace Act of 1988 ("Act"). All employees, as a condition of employment, must agree to abide by the terms and provisions of this policy.

Employees are prohibited from illegally using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs, controlled substances, narcotics, or alcoholic beverages on the premises or work sites of RiteNet or that of its clients. In addition, RiteNet prohibits the off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when those activities occur during working hours or adversely affect job performance, job safety, or the company's reputation in the community.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, illegally manufacturing or selling them on company or client premises, or in reasonable proximity of said premises. Employees themselves, their possessions, and company-issued equipment and containers under their control are subject to search and surveillance at all times while on company or client premises, or while conducting company business. Employees who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the Director of Human Resources within five days.

Outside Employment and Consulting [back](#)

It is RiteNet's policy to neither encourage nor discourage secondary positions. However, RiteNet management must be notified if an employee has a secondary position. Secondary positions include employment by another company, organization, subcontractor, or as a consultant. RiteNet employees may not have secondary positions that:

- Create a conflict of interest, either actual or perceived;
- Compete with RiteNet sales interests;
- Expose RiteNet or its clients to public criticism or embarrassment; or
- Adversely affect the employee's work performance or attendance.

Standards of Business Ethics and Conduct

Protection of Company Proprietary Information [back](#)

It is the policy of the company that the internal business affairs of the organization, particularly proprietary information and trade secrets, represent RiteNet's assets that each employee has a continuing obligation to protect.

Information designated as business sensitive may not be discussed with anyone outside the organization and may be discussed within the organization only on a "need to know" basis. In addition, employees have a responsibility to avoid unnecessary disclosure of nonproprietary internal information about RiteNet, its employees, its customers, and its suppliers. However, this employee responsibility to safeguard internal company affairs is not intended to impede normal business communications and relations.

Employees authorized to have access to sensitive information may be required to sign special nondisclosure agreements and must treat the information as wholly owned company property for which they are personally responsible. Employees are prohibited from attempting to obtain proprietary information for which they have not received authorization. Those violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

The RiteNet Security Officer is responsible for coordinating the security and control of company information and for approving exceptions to this policy. Department Managers are responsible for identifying information that should be protected as business sensitive and/or proprietary material. Managers should work closely with the Security Officer to develop procedures with which to secure and control the data. Information that is designated as business sensitive should be clearly identified and properly secured. A list of employees authorized to have access to information should be prepared, and access should be recorded. If your work involves company sensitive or proprietary information, you must always secure the material during periods of absence from your office or work area.

Employees should not discuss with the officers, directors, or employees of competing organizations any topic that might give the impression of an illegal agreement in restraint of trade. These prohibited topics include employee personal data, pricing agreements and customer allocations.

Employees are also prohibited from using this information for their personal benefit.

Sexual Harassment [back](#)

RiteNet is committed to maintaining a work environment for its employees that is free from all forms of sexual harassment. This policy extends to every level of the company's operations. Accordingly, sexual harassment, whether by a fellow employee, manager, or supervisor, is a violation of the law and will not be condoned or tolerated by RiteNet. Furthermore, RiteNet will not allow submission to or rejection of sexually harassing conduct by an employee or applicant for employment, to be used as a basis for employment decisions.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of employment;

Standards of Business Ethics and Conduct

- Submission to or rejection of such conduct is used as a basis for making employment decisions; or
- Such conduct is offensive or interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include such unwelcome conduct as sex-oriented joking, kidding, or teasing; repeated flirtation; intentional physical contact; or the unwelcome display of objects or pictures that are sexual in nature. Sexual conduct need not be intended to harass in order to constitute sexual harassment; it need only be unwelcome and offensive to the recipient or other observer, and be identified as such. In some cases, it is difficult to determine when sexual conduct is unwelcome and offensive to someone else. People's standards and sensitivities differ greatly, so that conduct which may seem harmless, humorous, or even complimentary to one person, may in fact be unwelcome or offensive to another. RiteNet expects any employee who feels that he or she is being sexually harassed to notify the offending person that such actions are unwelcome. It is RiteNet's unalterable policy that its personnel refrain from all sexually oriented conduct at the workplace.

Inappropriate conduct may include any words or actions which are sexual in content or implication, including sexually oriented kidding or teasing; sexual jokes; sexual flirtation; subtle pressure for sexual activities; physical contact such as touching, patting, pinching, or brushing against another's body; degrading comments or descriptions; suggestive or insulting sounds; leering; whistling; gesturing obscenely; or displaying sexually explicit or suggestive posters, pictures, cartoons, drawings or objects.

RiteNet expects employees to bring sexual harassment problems to the attention of company management; otherwise management may be unaware of the purported improper conduct. If at any time an employee believes that they have been the victim of sexual harassment, or are aware of sexual harassment toward a co-worker, the employee should immediately inform his/her company supervisor or a member of the Human Resources Department. RiteNet's Human Resources Department will conduct a prompt investigation which will protect the reputation and privacy of all parties, to the greatest extent possible. Following the investigation, remedial action, including, as warranted and appropriate, discipline up to and including termination, will be taken against anyone found to have violated this policy. RiteNet will attempt to prevent any retaliation against complainants or witnesses and will take disciplinary action against any RiteNet employee who engages in retaliatory conduct.

Performance and Professional Development

Introductory Period [back](#)

RiteNet has established a three-month introductory period for all new employees. In addition, employees who are transferred or promoted are subject to a three-month introductory period in their new position. This period is established to benefit both the employee and the company. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules.

After completion of the introductory period, the employee's manager will complete an Introductory Performance Review to record the employee's strengths and weaknesses. If performance is satisfactory, the employee will be elevated from introductory to regular status. If however, the employee is unable to adapt successfully to the requirements of the position, the introductory period may be extended or his/her employment may be terminated.

At all times, employment with RiteNet is considered to be "at will", and the employment relationship may be terminated by either party, at any time, with or without cause or advance notice.

Employee Counseling/Disciplinary Procedures [back](#)

All employees are expected to adhere to established policies and procedures, and to meet RiteNet's standards of work performance, punctuality, attendance, and personal conduct. When an employee fails to conform to proper standards, he/she may, at the sole discretion of the company, be subject to progressive disciplinary action. RiteNet's progressive steps of disciplinary action are:

- ◇ Verbal warning;
- ◇ Written warning;
- ◇ Probation;
- ◇ Suspension without pay; and/or
- ◇ Termination.

Depending upon the nature or severity of the problem, discipline may progress from lesser to more severe. However, any or all of these steps may be omitted at the sole discretion of the company. Even a single infraction may be grounds for immediate termination of employment.

It should be understood that under the policy of "at will" employment the aforementioned disciplinary policy does not relinquish or limit RiteNet's right to terminate an employee at any time, for any or no reason, with or without notice. Employees who believe that they have been disciplined too severely or without good cause may remonstrate by means of the company's grievance procedure.

Job Opening and Promotions

Job Openings and Promotions [back](#)

Career opportunities and advancement are encouraged at RiteNet. All vacancy notices are posted on RiteNet's web site and distributed periodically in employees' paychecks. To be considered for a posted position, submit a resume to the Human Resources Department within the time specified in the notice. We recommend that employees communicate career goals and interest in alternative positions to their company supervisor. Selections are based on how well the employee's qualifications match the skills and abilities required for the job. Overall, RiteNet is an equal opportunity employer and is committed to its EEO policy statement as printed in this handbook.

Performance Evaluations [back](#)

RiteNet has designed its performance appraisal system to provide a continuing opportunity for dialogue between employees and their supervisors regarding the formers performance as it relates to commonly understood goals established to meet client or company needs. The performance of every employee is reviewed annually on the anniversary date of their employment.

Blank copies of the Employee Performance Evaluation form are provided to new employees during their orientation, to allow them to preview factors that will be used to appraise their performance.

Appraisals are performed on a regular basis or occasionally at the discretion of the supervisor. Generally, during the first year of employment, performance appraisals will be done immediately after the third month of service and again after 12 months of service. Thereafter employee performance appraisals will be completed annually on the anniversary of the individuals employment.

Employees changing positions through transfer or promotion will be evaluated after three months in the new job and thereafter on the anniversary of their initial employment.

Defense Investigative Service Industrial Security Program [back](#)

RiteNet is engaged in classified work for the U.S. Government and employs a comprehensive security program for the protection of classified material. It is governed by DoD's "National Industrial Security Program, Operating Manual (DoD 5220.22-M, its Supplements and Changes)" which codifies the uniform security practices to be followed. Access to classified information is given only to properly cleared personnel on a need-to-know basis. New employees who will have a "need to know" will be immediately processed for an appropriate security clearance.

Employees who are privy to classified material in the performance of their duties are personally responsible for complying with the DoD "National Industrial Security Program, Operating Manual" and any other instructions that may be issued consistent therewith, by the client's security officer. Failure to observe these regulations can seriously jeopardize an employee's professional reputation as well as that of RiteNet. It could also result in possible termination of employment, a fine, and/or imprisonment under the provisions of U.S. espionage laws. These regulations are explained at the time one is hired and again by a supervisor or a representative of the company's security office, whenever required. Before becoming involved with classified material, employees must familiarize themselves with the proper procedures for handling such information. Employees must contact their supervisors, the RiteNet security officer and the client's security officer if they encounter any special problems or notice any possible breach of security.

Random Inspection Policy [back](#)

To maintain corporate security, employees may be questioned, and observed by means of surveillance, whenever the company believes it is necessary. All personal property brought onto the company's premises, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets, may be subject to inspection with the employees permission. In addition, RiteNet may inspect the contents of company lockers, storage areas, file cabinets, desks, and work stations at any time, and may remove all company and inappropriate property/material that are in violation of RiteNet rules and policies as well as those of the client. Moreover, employees who work for, with, or on behalf of RiteNet's clients are subject to the general security regulations employed by the client in or on its facilities.

Privacy Act [back](#)

As an independent contractor performing services under U.S. Government contracts, RiteNet is often required to design, develop, or operate a system of records on individuals. Therefore, RiteNet is subject to the Privacy Act of 1974 (Public Law 93-579, December 31, 1974) as set forth below.

Employees of RiteNet may perform work under government contracts that give them access to records containing personal and/or confidential information on individual citizens of the United States. Employees are expected to:

- Categorically refrain from designing, developing, or operating any systems of records without ensuring that the system can be maintained in accordance with all terms of the Privacy Act;

Security

- Treat all such information as confidential and as such, refrain from discussing, reproducing, or otherwise disclosing this information to individuals (including fellow employees) or entities, except as may be required in the performance of their duties;
- Be alert to possible misuses of the system and report any abuses believed to be out of compliance with the Privacy Act to their supervisors and, as appropriate, the Director of Human Resources; and
- Consult with their supervisors prior to taking any action if they are in doubt as to whether such action is in compliance with the Privacy Act.

Employees are expected to use their best professional judgment and to adhere to the highest professional ethics regarding information obtained while employed by RiteNet.

Employees may be subject to disciplinary action and/or criminal prosecution for knowing or committing willful violations of the Privacy Act. A violation of the Privacy Act of 1974 is a misdemeanor with a fine of as much as \$5,000.

Business Expenses and Travel Policy

Travel Policy [back](#)

RiteNet's Corporate Travel Policy governs all aspects of ordinary travel as performed by its personnel. As appropriate the company's policy is either employed singly, used in conjunction with a given contract or a client's own travel regulations, or deferred entirely in favor of a client's policy or its contractual agreement with RiteNet.

All travel in excess of 50 miles one way (100 miles round trip), or which requires overnight accommodations, requires the approval of the employee's immediate supervisor. Employees who are preparing to travel must submit a Travel Request Authorization form to their supervisor for approval, at least 15 days (or as soon as possible for trips scheduled without 15 days notice) prior to their intended date of departure. The approved form must then be submitted to the corporate Travel Coordinator at RiteNet Headquarters at least 10 days prior to the departure date. The corporate Travel Coordinator will make all travel arrangements for any trips requiring overnight accommodations or commercial carrier support. Employees are not authorized to make their own travel arrangements.

Reimbursement for authorized travel expenses shall be limited to amounts which are determined to be allowable in accordance with the principles set forth in the Federal Acquisition Regulations (FAR). Established per diem rates are referenced in the FAR as being governed by the Joint Travel Regulations (for domestic travel), or Standardized Regulations (for overseas travel). Receipts are required to support reimbursements for local and remote travel and entertainment when the amount of the individual expense is \$10.00 or more. If receipts are available for lesser amounts, they should also be submitted with reimbursement requests.

Requests for reimbursement of travel expenses shall be submitted on a Travel Expense form. The Travel Expense form is due within five work days after completion of travel. Multiple trips taken with less than five work days between the end of one trip and the beginning of the next are considered a single trip for purposes of the Travel Expense report due date. Late submission of travel expenses constitutes grounds for denial of reimbursement. The employee's immediate supervisors along with the task manager or RiteNet Headquarters equivalent must approve all Travel Expense forms. The task manager and immediate supervisor are responsible for checking the accuracy and validity of all Travel Expense forms before forwarding them to the Accounting Department. The task manager shall process Travel Expense forms within three working days of their receipt from employees. When possible, questionable items should be resolved between the task manager and the employee prior to submission of the report to the Accounting Department. The Accounting Department makes final determinations concerning travel expense reimbursement.

Travel Advances: Upon request by the employee, a travel advance will be made in an amount not to exceed 90% of the estimated expenses to be borne by the employee while on travel status. Travel advances must be applied for on the Travel Authorization form. The amount of the advance will be determined by the Accounting Department at the time travel arrangements are made. Requests for travel advances must be submitted at least 10 working days prior to departure. If reimbursed expenses are calculated to be less than the amount of the advance, the employee must refund the difference by personal check when submitting his/her Travel Expense form.

Business Expenses and Travel Policy

Business Expenses [back](#)

It is RiteNet's policy to reimburse employees for expenses incurred on behalf of RiteNet and/or its clients, when appropriate.

All Expense Reimbursement forms must be completed legibly in blue or black ink and in accordance with the instructions on the back of the form. Any deviation from these instructions may result in the Expense Reimbursement form being returned to the employee for correction and could result in a delayed payment. Employees are responsible for accurately charging expenses to the appropriate charge numbers.

Legible, original receipts must be attached to the Expense Reimbursement form. Failure to submit receipts may result in the expense being disallowed. The receipt should contain the issuer's business name, the date, description of items, quantity and cost. Dates on receipts that do not correspond to the date of the expense must be fully explained on the Expense Reimbursement form.

Any business that involves travel in excess of that which is normally undertaken to commute to and from an employee's base location must be approved in advance by the employee's supervisor in order to be eligible for reimbursement. An employee who uses his/her private automobile for such travel will be reimbursed based on the actual miles driven times the applicable authorized rate per mile. The following guidelines apply to mileage reimbursement:

- Mileage reimbursement for travel from the employee's home to a location other than his/her base location, but within the same metropolitan area, will be limited to the mileage in excess of the distance from their home to their base location. This type of expense must be fully explained on the Expense Reimbursement form and must include the computation of the excess mileage amount claimed;
- Mileage reimbursement will also be made for travel between an employee's base location and other RiteNet client offices;
- Use of public transportation (subway, buses, etc.) will be reimbursed at actual cost; and
- Parking expenses incurred away from an employee's base location during the performance of RiteNet business will be reimbursed at actual cost. Parking expenses incurred at an employee's base location are not reimbursable.

Benefits Overview

All descriptions in this Benefits Overview Section are intended as summaries. Benefits are subject to those that are stipulated in company policies and programs and the contractual terms, limitations and exclusions as set forth in RiteNet's group insurance contracts. If there are any differences between the information provided here and the information in the group contract, the contract will prevail. In addition, RiteNet reserves the right to change the benefits offered at any time, with or without notice.

Benefit Eligibility Requirements [back](#)

All full-time, regular and part-time employees (32 or more hours per week) are eligible to participate in the following benefit programs:

- ◇ 401(k) Savings Plan
- ◇ Dental Insurance
- ◇ Educational Assistance Program
- ◇ Flexible Spending Account Program
- ◇ Life/Accidental Death & Dismemberment Insurance
- ◇ Long-term Disability Insurance
- ◇ Medical Insurance/Discount Prescription Drug Plan
- ◇ Short-term Disability Insurance

Part-time employees (less than 32 hours per week) are eligible to participate in the 401(k) savings plan, but are not eligible for any other benefit programs.

Casual and Temporary employees are not eligible to participate in any of RiteNet's benefit programs.

Consolidated Omnibus Budget Reconciliation Act (COBRA) [back](#)

Under certain circumstances RiteNet offers employees and dependents, who are covered under the company's medical plan, dental plan, vision plan, and/or flexible spending accounts, temporary continuation of benefits at their own expense through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Employees and their dependents have the right to continue benefits if one of the following occurs:

- Termination of employment (other than for gross misconduct);
- Conversion from full-time to part time status;

Benefits Overview

- Divorce or legal separation;
- Legal dependent ceases being a dependent;
- Death of the employee.

Dental Insurance Benefits [back](#)

RiteNet offers all eligible employees the option to enroll in a dental insurance plan. You may elect coverage by completing an enrolment form and submitting it to the Human Resources Department within 30 days of your date of hire. Coverage will begin on the first day of the month following your initial date of employment.

Educational Assistance Program [back](#)

RiteNet encourages and offers its employees every practical opportunity to upgrade their job skills, improve their opportunities for promotion, and enhance their personal development through additional education.

Flexible Spending Accounts [back](#)

Eligible employees may participate in the Flexible Spending Account (FSA) program. This program allows employees to use pre-tax dollars to pay for certain types of expenses. There are two flexible spending accounts:

- ◇ Medical Reimbursement Spending Account
- ◇ Dependent Care Spending Account

If one elects to participate in this program, he/she must authorize RiteNet to deduct a certain dollar amount from each paycheck. Then, as the employee incurs eligible expenses he/she will be able to receive a reimbursement from FSA. Anyone electing to enroll in the Flexible Spending Account program must submit a completed enrolment form to the Human Resources Department within 30 days of their date of hire.

For additional information on the FSA program, please contact the Human Resources Department.

Health Insurance Portability and Accountability Act (HIPAA) [back](#)

Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, at the time of employment individuals are required to provide certificates of coverage verifying the period of time they and their family members, if applicable, were continuously covered under a previous health plan. This certificate will provide credit toward any pre-existing condition clauses that are contained in the applicable health plans. For more information about receiving a certificate from RiteNet, or to provide a certificate for credit in RiteNet's plan, contact the Human Resources Department.

Benefits Overview

Life/Accidental Death and Dismemberment Insurance Benefit [back](#)

All eligible employees will receive, at no cost, a group term life insurance and Accidental Death & Dismemberment policy equal to two times their annual salary, up to a maximum of \$50,000. This coverage is effective on the first day of the month following their date of hire. For a nominal cost employees may elect to increase their coverage up to six times their annual salary, to a maximum of \$300,000, through RiteNet's supplemental life insurance program.

In order to be enrolled in either of these plans, the employee must complete an enrolment form and submit it to the Human Resources Department within 30 days of his/her date of hire.

Long-Term Disability Insurance Benefit [back](#)

All eligible employees are covered by a long-term disability policy that provides a percentage of their monthly income if they are disabled and therefore unable to work. This coverage is effective on the first day of the month following the employee's date of hire. The benefit begins 90 days from the date an individual incurs a disability.

If someone becomes disabled or anticipates being disabled they should contact the Human Resources Department for information on submitting a disability claim.

In order to be enrolled in this plan, one must complete an enrollment form and submit it to the Human Resources Department within 30 days of their date of hire.

Medical/Discount Prescription Drug Plan Insurance Benefits [back](#)

An employee may elect coverage in the Medical/Discount Prescription Drug Plan by completing an enrollment form and submitting it to the Human Resources Department within 30 days of their initial date of employment. Coverage will begin on the first of the month following the individual's date of hire. If one wishes to decline medical insurance coverage they must complete a Waiver of Enrollment form.

Retirement Benefit [back](#)

RiteNet offers its employees the opportunity to participate in its 401(k) savings plan. The 401(k) plan is one of the few remaining tax incentives allowed by the IRS. Depending on an individual's tax bracket and budget constraints, they may be able to save hundreds of dollars each year without seeing a significant change in their take-home pay.

One must be at least 21 years of age to participate in the 401(k) plan. He/she may enroll in the plan on the first day of his/her 2nd pay period or on the first day of any pay period thereafter.

An employee may contribute up to 12% of his/her salary on a pre-tax basis with an IRS maximum of \$10,500 for the year 2002. He/she may join the plan by completing an enrolment form and submitting it to the Human Resources Department. Individuals may also change the amount they contribute to be effective on the first day of any pay period, or stop contributing at any time by completing a new enrolment form and submitting it to the Human Resources Department.

Benefits Overview

Short-term Disability Insurance Benefit [back](#)

All eligible employees are covered by a short-term disability policy that provides them with a percentage of their normal weekly earnings (up to \$750/week) if they are disabled and unable to work. This coverage is effective on the first day of the month following the employee's date of hire. If one becomes disabled or anticipates being disabled they should contact the Human Resources Department for instructions on submitting a disability claim.

In order to be enrolled in this plan, the employee must complete an enrollment form and submit it to the Human Resources Department within 30 days of their date of hire.