Burr Business Solutions, LLC

Employee Handbook

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Welcome to Burr Business Solutions, LLC

INTRODUCTION

This is your employee handbook. It was prepared to help you better understand what you can generally expect from Burr Business Solutions, LLC. This handbook replaces any and all earlier personnel or employee handbooks, policies and procedures, benefit statements, and memoranda, whether written, oral or established by practice.

The information in this handbook is important to all of our employees. Read the manual now and keep it in a convenient place. You will want to refer to your handbook when you have questions about company policies and benefits.

Naturally, you won't find answers to all your questions in the handbook. It is neither a law book nor a catalog of personnel policies. In preparing this handbook, we have not tried to give you the minute details of each policy. Instead, we have attempted to present a summary of some of the more important policies. No written statement, no matter how complete, can be a substitute for direct daily contact with your immediate supervisor.

Throughout your handbook, you will be urged to check with your supervisor for complete information on employee policies and benefits. This advice is continually repeated because its importance can't be overemphasized.

If your supervisor doesn't have an immediate response to your question, he or she will get the information you seek and pass it along to you promptly.

Circumstances will obviously require that the policies, practices and benefits described in the handbook change from time to time. The company reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this handbook shall be effective unless made in writing, and signed by the President of the company. The company will attempt to provide you with notification of any other changes as they occur.

FOREWORD

Our employee handbook is a tool to help promote a cooperative and healthy atmosphere, to spell out policies relative to hours, wages, and conditions of employment and to provide for the administration of these policies in the interests of all concerned, in keeping with conditions in our area and industry.

We are presenting this employee handbook because we feel that if you understand basically what is expected of you, and what you may expect of the company, we shall have an organization which better meets the needs of our clients.

The statements as set forth in this book have not been arbitrarily established. Each of them has a sound background of common sense based on the experiences of this company. Employees have suggested many and we will further welcome suggestions from you that will aid in maintaining a constructive and harmonious relationship.

Our single most common goal must be to work together to meet the needs of our clients, remembering our clients are mutually our most important asset.

REFERENCE CHECKS

To ensure that individuals joining the Company are qualified and have the potential to be productive and successful, the Company will check the employment references of all applicants. Every offer of employment is contingent upon the appropriate completion of a reference check.

No references will be given concerning any present or past employee of the company unless the Company has received a written request for such a reference. Such response will only confirm the dates of employment and position held, and will be in writing. If an employee has given written authorization, the Company will also provide information on the amount of salary or wages earned by the employee.

BACKGROUND CHECKS AND CONSUMER REPORTS

The company may require your consent to obtain a consumer report in connection with your initial application for employment, your application for a new position in the Company, or an investigation into possible wrongful conduct by you. A consumer report may contain information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The company will use this information for employment purposes only.

Refusal to authorize the obtaining of a consumer report by the Company may be a basis for denial of employment or other adverse employment action. The content of the consumer report may also be the basis for denial of employment, denial of a particular job position, or other adverse employment action. You will be advised if the Company elects to take adverse employment actions against you based in whole or in part on a consumer report.

Unless you are suspected of wrongdoing, before requesting the consumer report, the Company will notify you of its intent to make the request. The Company will provide you with the name and address of every credit-reporting agency from which the Company may obtain the consumer report. If you specifically request a copy, within three days of the Company receipt of the report, you will be provided with a copy free of charge.

TERMS OF EMPLOYMENT

All employees hired after 1 January, 2007 will have a 90-day probationary period. At the end of the probationary period, a decision will be made concerning continued employment. Vacation, personal leave and holidays will be earned during this period.

Despite any disciplinary procedures or company rules, standards of conduct or regulations, your employment is "at will" which means "the relationship between employer and employee may be terminated by either party 'unilaterally' at any time, with or without notice, for any reason, or for no reason at all". This handbook contains the entire agreement between you and the company as to the duration of employment and the circumstances under which employment may be terminated.

Further, the company can demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion. Nothing in this handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment, or for continued or indefinite employment at a specific position or rate of pay.

Only the President of the company has any authority to enter into any agreement contrary to the "Terms of Employment" stated in this policy, and such an agreement would have to be in writing and signed by the President.

NON-HARASSMENT POLICY

Harassment in employment, including sexual, racial, and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by the Company. Employees who violate this policy are subject to discipline, including possible termination.

Racial, ethnic and other forms of prohibited harassment include, but are not limited to:

1. Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters;
2. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;

In addition, sexual harassment is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of an employee of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

1. Unwanted sexual advances;
2. Making or threatening reprisals after a negative response to sexual advances;
3. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
4. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;

5. Verbal sexual advances or propositions;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
7. Physical conduct, including touching, assault, impeding or blocking movements.

Examples of sexual harassment include (a) an employee being fired or denied a job or an employment benefit because the employee refused to grant sexual favors or because he or she complained about the harassment; (b) an employee reasonably quitting his or her job to escape harassment; or (c) an employee being exposed to a hostile work environment.

The Company will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the Company knows that unlawful harassment has occurred.

If you have been harassed by a co-worker, supervisor, agent, vendor or customer, or if you believe that another employee has been harassed, you have a duty to promptly report the facts of the incident or incidents, and names of the individuals involved, to the President or Vice-President of this company.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. It is the obligation of all employees to cooperate fully in the investigation process. The Company considers any harassing conduct to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The Company will take action to deter any future harassment. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing harassment to the attention of management. The persons involved will be advised of the determination if appropriate.

The Company wants to assure all of its employees that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged harassment.

No action will be taken against any employee in any manner for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted with respect to harassment.

NO DRUGS POLICY

Burr Business Solutions, LLC has a ZERO tolerance for drug use. The company reserves the right to conduct random drug tests on employees at will. Any use of drugs will be grounds for immediate dismissal by the company. The company will require post-accident drug testing after every on-the-job accident or injury resulting in loss of work time.

SOLICITATION AND DISTRIBUTION RULE

In order to prevent disruptions in the operation of the company, and in order to protect employees from harassment and interference with their work, the following rules regarding solicitation and distribution of literature on company property must be observed.

Employees: During working time, no employee shall solicit, or distribute literature to another employee for any purpose. “Working Time” refers to that portion of the working day in which the employee is supposed to be performing actual job duties; it does not include such times as lunchtime, break time, or time before or after a shift.

Thus, no employee who is on “working time” shall solicit or distribute literature to another employee. No employee who is on “non-working time” shall solicit or distribute literature to an employee who is on “working time”.

No employee shall distribute literature to another employee for any purpose in working areas of the company.

No employee shall solicit, or distribute literature to any visitors at any time for any purpose.

Non-Employees: Persons who are not employed by the company shall not distribute. Literature or solicit employees or visitors at any time for any purpose on company or client grounds.

EQUAL EMPLOYMENT POLICY

The Company is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available people in every job. Therefore, the Company does not discriminate**,** and does not permit its employees to discriminate against other employees or applicants because of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability (an impairment that limits a major life activity), medical condition (cancer-related), genetic characteristic, or any other consideration made unlawful by applicable laws. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

If you believe that you or another employee has been subjected to any form of unlawful discrimination, you have a duty to promptly report the facts of the incident or incidents, names of the individuals involved, and the names of any witnesses to the President or Vice President of the company.

The matter will be immediately and thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that discrimination has occurred. It is the obligation of all employees to cooperate fully in the investigation process. The Company considers any conduct based on unlawful discrimination to be a major offense which can result in disciplinary action for the offender, up to and including discharge.

The Company will take action to deter any future discrimination. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing discrimination to the attention of management. The persons involved will be advised of the determination if appropriate.

The Company wants to assure all of its employees that measures will be undertaken to protect those who complain about discrimination from any further acts of discrimination, coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or proceeding concerning the alleged discrimination.

REASONABLE ACCOMMODATION FOR DISABILITIES AND PREGNANCY

Disability Accommodation: The Company will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or employee, unless undue hardship would result. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should contact the President or Vice President of the company. The applicant or employee should advise the company what accommodations he or she believes are needed in order to perform the job. Together with the applicant or employee, the company will engage in an interactive process to determine effective, reasonable accommodations, if any. If such an accommodation is possible and will not impose undue hardship upon the company, the company will make the accommodation.

The Company also reserves its right to require an employee to undergo a fitness for duty medical examination, at the company's expense, if the company believes or suspects that the employee may not be able to perform the essential duties of the job without risk of harm to him or herself or others. In such an instance, the company will so advise the employee, in writing, of the need for the examination. Depending on the situation, the company reserves the right to suspend employment pending the results of the examination.

Pregnancy Accommodation: A pregnant employee may request a reasonable accommodation of her condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or hazardous position. If such a transfer can be reasonably accommodated, a pregnant employee will be transferred for the duration of her pregnancy. However, the company will not undertake to create additional employment that the company would not otherwise have created to meet its own business needs. The company will not be required to discharge any employee, transfer any employee with more seniority than the pregnant employee, or to promote any employee who is not qualified to perform the job. Upon transfer, an employee will receive the salary and benefits, which are regularly provided to employees in the position to which the employee has transferred.

IMMIGRATION REFORM AND CONTROL ACT

The Immigration Reform and Control Act requires all individuals pass a verification procedure, including the completion of an "Employment Verification Form", before they are permitted to work. This verification procedure requires that all new employees provide satisfactory evidence of identity and legal authority to work in the United States that comply with the requirements of the Immigration law.

If an employee has provided right to work documentation that has an expiration date, updated documentation must be given to the Company before this expiration date.

CONFLICT OF INTEREST

Employees are required to avoid any conflict of interest during their employment by the company. Any involvement that conflicts with an employee's duties or responsibilities or affect the employee's judgment in making a decision affecting the company will be considered a conflict of interest. This includes any direct or indirect business, management or financial interest or activity, whether or not for compensation, in any business or entity that is a competitor, customer, supplier, or vendor of the company.

Employees may engage in or have outside business or personal interests or activities that do not constitute a conflict of interest with their employment by the company. The company requires that these activities or interests do no adversely affect an employee's capacity to perform his or her functions or result in conflicting loyalties.

Off Duty Conduct – While the company does not seek to interfere with your off duty conduct, certain types of off duty conduct may interfere with the company's legitimate business interests.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the company's integrity, reputation or credibility. Off duty conduct that adversely affects the company's legitimate business interests or an employee's ability to perform his or her work will not be tolerated and may result in discipline, up to and including termination.

Personal Involvement - Personal or romantic involvement with a competitor, customer, vendor or supplier may impair an employee's ability to exercise good judgment on behalf of the company. An employee should immediately disclose any relationship of this type to his or her supervisor. The company will determine if any actual conflict of interest exists. If a conflict is determined to exist; the company will take whatever corrective action it deems to be appropriate.

APPEARANCE AND COURTESY

Neatness and good taste in dress, care in personal cleanliness, interest in your work, and a willing, cooperative attitude toward associates, customers and visitors are recognized and appreciated business assets.

No matter what your position might be, it's important to remember that good manners give a good impression. Being pleasant and courteous to customers, visitors, and your co-workers is an important part of your job.

ADVANCING WITH THE COMPANY

Performance Evaluations - Periodic evaluations may be made to determine your individual progress, training needs, and potential pay increases. Pay increases are not automatic and depend on factors such as the employee's demonstrated job proficiency and the company's ability to pay.

Promotions - The chance to advance is important to each of us. By promoting from within our organization, when present employees are qualified and as justified by our company needs and growth, the company offers as many opportunities for advancement as possible. Since the company is a small company at this time, advancements may be limited. Our goal is to grow the company when we can and to promote from within the company if all requirements are met and the employee is recommended for promotion from the President and/or Vice President.

OPEN DOOR POLICY

Our company recognizes that in any employee group, problems, difficulties, and misunderstandings may arise. It is the desire of the company to see that every problem is handled promptly. To this end, the company will endeavor:

1. To invite employees to talk frankly with their supervisor or to anyone else in authority, when they have a problem of any kind, with the assurance that it will not be held against them by their supervisor or anyone else in authority.
2. To provide an open door at all times for employees to discuss with upper management any decision they feel to be unfair.

The company is most sincere in encouraging any employee who feels he or she has not been treated properly, or who has a problem of any kind, to make it known to management through the "open door policy".

CLIENT PROPERTY

Work being performed for our clients is their property and may be confidential. The removal of any samples of work in process, finished goods, spoiled sheets, or any other materials or supplies from the premises may place the company in an embarrassing position with the client, and may possibly lead to the loss of the client's business and/or legal complications.

CONFIDENTIALITY AND NON-DISCLOSURE

The company may provide and make available to you certain information regarding our business, including without limitation: various sales and marketing information; actual and potential customer and lead names, addresses, telephone numbers, and specific characteristics; pending projects or proposals; business plans and projections, including new product, facility or expansion plans; pricing information (such as price lists, quotation guides, previous or outstanding quotations, equipment prices, or billing information); estimating programs and methodology; the techniques used in, approach, or result of any market research; advertising sources; financial information about the company; whether written or verbal, or contained on computer hardware or software, disk, tape, microfiche or other media ("Information"). This Information is of substantial value, highly confidential and is not known to the general public. It is the subject of reasonable efforts to maintain its secrecy, constitutes the professional and trade secrets of the company, and is being provided and disclosed to you solely for use in connection with your employment by the company.

In consideration of your employment and receipt of the Information, you agree that you:

(1) Will regard and preserve the Information as highly confidential and the trade secrets of the company;
(2) Will not disclose, nor permit to be disclosed, any of the Information to any person or entity, absent written consent and approval from the company;
(3) Will not photocopy or duplicate, and will not permit any person to photocopy or duplicate, any of the Information without the company's written consent and approval;
(4) Will not make any use of Information for their own benefit or the benefit of any person or entity other than the company;
(5) Will return all Information to the company immediately upon request for it.

Nothing in this policy alters the at-will nature of the employment relationship.

COMPANY EQUIPMENT MONITORING, ACCESS OR INSPECTION

All Company business machines, equipment and furnishing, including but not limited to desks, cabinets, files and lockers, are Company property and the Company reserves the right to monitor, access, and inspect such equipment and furnishings. Therefore, employees should have no anticipation of privacy with respect to any information or material stored in Company owned equipment and furnishings.

VOICE MAIL, E-MAIL, AND COMPUTER FILES

Company or Government provided voice mail, E-mail and computers are to be used for business purposes only, and may not be used for personal business. These 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 the sole property of the company.

Company or Government computers should not be used to access on-line data bases or Internet services unless such access is for work related purposes. The company understands that on occasion, employees may need to conduct personal business using computing resources. Such use must be limited to break time and does not excessively use computing and network resources. Excessive use of computer and/or network resources includes but is not limited to listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for

personal use. Allowing access to computing and network resources from the internet is strictly prohibited unless expressly authorized by the President or Vice President and the supervisor in which the computing and network resources reside.

The company understands that on occasion family members or others may need to leave personal messages on the voice mail system for an employee, and is willing to accommodate this to a limited degree. However, personal use of the voice mail system, which interferes with an employee's work performance, will not be permitted.

Messages or communications on the company's or Government's voice mail E-mail or computer systems are subject to the same policies regarding harassment and discrimination as are any other workplace communications. The company will not tolerate offensive, harassing or discriminatory content. Content that is considered offensive includes, but is not limited to, any message which contains sexual implications, racial slurs, gender-specific comments, or any other statement that offensively addresses someone's age, sex, sexual orientation, pregnancy status, marital status, religious or political beliefs, ancestry, national origin, citizenship or disability.

Employees should have no anticipation of privacy with respect to company provided voice mail, E-mail and computer based communications. Even when a message is erased, it may still be possible to retrieve it from a backup system. Therefore, employees should not rely on erasure of messages to guarantee that a message remains private. The company reserves the right to listen to employee voice mail and read E-mail messages and to access employee computer files to ensure compliance with these rules. This may be done without notice to any employee and in the employee's absence.

Notwithstanding the company right to retrieve and review such material, such material should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve any voice mail or E-mail messages that are not addressed to them.

Employees are prohibited from using passwords without prior company authorization and registration. The existence of a password on voice mail, E-mail or computer systems is not intended to indicate the messages or other communications will remain private.

Employees are prohibited from loading any software onto a company provided computer where such action would violate the software license. Employees are prohibited from loading any software onto a company provided computer without the express approval of their manager or supervisor.

The E-mail system should not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information, or similar matter without prior authorization from the company.

HOURS OF WORK – WORK WEEK

The hours of work and workweek will be determined by the client.

Overtime Policy & Uncompensated Overtime Policy

The regular work day schedule for most full time employees will be eight (8) hours. The regular work week shall be forty (40) hours, and shall be worked during the period beginning Saturday and ending with the following Friday. Typically, employees should arrive at the office prior to 9:00 a.m. and depart after 4:00 p.m. Exact working hours will be determined by the employee's supervisor and in keeping with the contract that the employee is currently working.

Some exempt employees may be required by the contract on which they are working, to work non- standard work weeks. These employees must get written approval in advance from their Supervisor before working non- standard work weeks. The Supervisor must notify the appropriate Accounting Department by providing, in writing, a list of the individuals having these non-standard schedules. A non-standard work week is described as a non-standard schedule an employee is required to work for the benefit of the contract/client/BBS.

Employees working 8 hours per day or more must take at least a 30 minute lunch break. This is the policy for all exempt and non-exempt employees. Deviations to this policy must be approved by the President.

Overtime may be required by non-exempt employees.

Payments to employees for leave and holidays will be made and/or accrued on the basis of an eight hour day.

BBS will comply with all applicable wage and hour laws and regulations as they apply to computation and payment of overtime salary.

Employees assigned to clerical or service support positions, who by nature of their salary and position responsibilities are not exempt (non-exempt) from the overtime provisions of the Fair Labor Standards Act, Service Contract Act, and Walsh-Healy Public Contracts Act, shall receive pay for overtime hours worked as defined in these Acts and applicable state laws. Employees assigned to executive, administrative, professional and supervisory positions, who by nature of their salary and position responsibilities are exempt from the provisions of the Fair Labor Standards Act, Service Contract Act, Contract Work Hours and Safety Act, and the Walsh-Healy Public Contacts Act, do not receive overtime pay.

The BBS work week is defined as the period from 00:01 Saturday through 23:59 Friday. Generally, time worked by non-exempt employees in excess of 40 hours per week will be compensated as overtime for non-exempt employees at the rate of one and one-half times the employees' normal hourly rate. Certain states have specific laws governing overtime pay. BBS recognizes and will comply with all applicable wage and hour laws and regulations as they apply to computation and payment of overtime salary.

Overtime worked by non-exempt employees must be approved in advance by management. Under no circumstances are non-exempt employees to take it upon themselves to work overtime hours without having obtained the required prior approval of management.

EXCESSIVE TARDINESS/ABSENTEEISM

Absence from work or tardiness affects your income and hurts production. The ability of the company to operate efficiently and meet its schedules depends upon your regular attendance. Habitual or excessive absenteeism and tardiness cannot be tolerated. Tardiness of a few minutes does not require calling your supervisor, but an employee who expects to be delayed more than one-half hour must inform the supervisor. All employees are expected to call their supervisor within one half hour of reporting time on any day on which they expect to be absent. If a prolonged absence is anticipated, you should contact your supervisor about a possible leave of absence.

WORKING CONDITIONS

Pay Day – You will be paid on the 7th and 22nd of every month. If a payday falls on a recognized holiday, paychecks are distributed on the previous work day.

Hours of Work - Full time employees normally work a 40 hour work week with a meal period each work day, scheduled by the supervisor to conform to client needs.

Time Records- Employees are required to record their own time worked. Time periods will be from the 1st to 15th of the month and 16th -31st of the month. This means that there will be two time periods per month and two pays per month for a total of 24 pay periods for a working year. Timesheets are completed via the web. Each employee will receive instructions and training for completing their timesheet. Each employee is required to complete timesheet daily. Timesheets must be submitted for approval no later than 5 pm on the final day of each pay period. No one, regardless of circumstances, is permitted to record time for anyone else or to allow such an occurrence. Employees will begin and end work on time as scheduled by their supervisor. Timesheets must be readily available for review. Time charged to U.S. Government contracts may only be recorded for days actually worked.

Employees must record their time to maintain an accurate daily record of their hours worked. All hours worked, whenever and wherever they occur, are to be recorded on timesheets. Failure to record all hours worked is a serious violation of policy. No timesheet entries should be made in advance, other than scheduled company holidays. Supervisor will be responsible for approving timesheets

Corrections of timesheets can be made only by the employee after providing a short explanation of the changes on the timesheet. No changes will be made without explanation. When approving timesheets, supervisors should review explanations on employee timesheets.

Holiday Pay - All full-time employees shall be paid a normal day's pay at straight time rates for the following recognized company/government holidays.

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

If a recognized company holiday falls on Sunday, it may be observed on the following Monday as a paid holiday, or if it falls on Saturday, it may be observed the previous Friday depending on the government. Such a change is at the company's option. The company further may reschedule a company provided holiday any other day or date it chooses.

If a recognized holiday falls during a period of leave without pay, no pay will be given for the holiday. Should a holiday occur during your vacation period, an additional paid day off will be allowed.

The employee will be paid at straight-time hourly rate for all hours required to be worked on a holiday. Working on a holiday must be approved by the President and/or Vice President in writing. Additionally, the employee will receive holiday pay if otherwise eligible for this benefit.

Health and Welfare benefit for SCA Wage Determination employees –HEALTH & WELFARE: Benefits will be paid to SCA employee for every hour worked based on job area and Service Contract Act. Premiums paid for Life Insurance, Long-term and Short-term disability, health insurance and employer match for retirement plans will be deducted from this benefit.

Vacation Pay for SCA Wage Determination employees - SCA Wage Determination employees will earn 2 weeks vacation per year but vacation cannot be used until after one year of service. If SCA Wage Determination employee leaves employment of BBS prior to one year anniversary, all accrued vacation time is forfeited.

Vacation Pay - Each full-time employee (excluding SCA Wage Determination employees) will earn vacation starting the first full pay period. Vacation is earned according to the following schedule:

There are three Fringe Rates for employees working for Burr Business Solutions, LLC. The first Fringe or Class is F1, the second Fringe or class is F2 and the last Fringe or class is F3. F3 employees are considered part-time and not authorized to accrue vacation or personal days off. All F1 full-time employees will earn, from date of hire to the first anniversary of the hire date, 5 hours of vacation pay for every pay period for a maximum vacation earned of 120 hours per year. All F2 full-time employees will earn, from date of hire to the first anniversary of the hire date 3.41 hours for every pay period for a maximum vacation earned of 80 hours per year. This allocation of vacation will continue while properly earning vacation for anniversary years. An F2 employee will be considered for an enhanced fringe to F1 after 5 years of continuous employment. **An employee will not earn any credit for vacation in a non-pay status. Leave can only be earned when an employee is in a paid status to include authorized paid time off. Time off for disability, leave without pay or other leaves of absence in a non-pay status are not considered time worked and are not counted in the accumulation of earned vacation pay.**

Vacation will be earned following the first full pay period. Employees may carry over unused vacation from one year to the next. This allows you the opportunity to accumulate vacation leave. The maximum amount of leave that may be carried over in to the next calendar year is 1.5 times the amount of leave that the individual can earn during the current calendar year. Leave that is not taken that is in excess of the allowed balance for the employee will be lost by that employee without any compensation. This is a "use or lose" leave policy. BBS, LLC reserves the right to purchase leave from an individual when it is deemed to be in the best interest of the company or the customer.

We strongly encourage our employees to take leave. We can however, foresee circumstances that in order to properly support the operational commitments of our customers, employees may not be able to take planned leave. In these circumstances, BBS may consider buying leave that would have been taken by the employee were it not for the requirements of the work environment.

Vacation is yours to use or accrue, as you choose. Whenever possible, a written leave request must be submitted to management for approval. Paid leave must be used in minimum increments of one-half hour. Employees should use discretion when determining the timing of leave. As an adequate number of staff should be on hand at all times in order to continue normal company functions, BBS, LLC retains the right to reschedule leave in cases of critical need. The longest possible advance notice should be given to an employee's supervisor of intention to take leave. If you are out of work for five consecutive work days due to illness, employee must provide a note from a physician stating suitability to return to work.

Vacation Leave	Required Notice (if possible)
1 to 2 days	3 Days
3 to 5 days	1 Week
5 days or more	2 Weeks

Upon termination of employment, employees will be paid for unused leave that has been earned through the last day of work provided two-weeks notice of termination of employment has been given to BBS, LLC.

Vacation may be taken in 1 hour increments and must be approved two weeks in advance by a supervisor for a vacation of two or more days. Vacations of less than 2 days must be approved in advance by a supervisor.

In the process of scheduling vacations, employee's individual preferences will be considered, but the company may schedule at its option the employee's vacation if the employee fails to do so or if the company deems such action appropriate. Employees with the longest service may receive preference in case of conflicting requests.

Earned vacation may be given or required to be taken at the company's sole discretion as paid days off when production is low, as personal leave days, or as sick leave days.

When earned vacation is not taken, by the end of the anniversary year in which it was to be scheduled, such earned vacation may be paid for in lieu of days off or carried over to the following anniversary year at the discretion of the company. Vacation pay earned by an employee will not be forfeited.

Vacation pay earned and unused up to the date of termination will be paid to the employee upon termination at their current hourly rate of pay. This includes hours of vacation earned but unpaid from previous anniversary years as well as hours of vacation earned on a pro-rated basis to the date of termination.

Personal/Sick Leave Pay - Each full-time employee will earn Personal/Sick Leave starting with the first full pay period at the rate of 1.67 hours for each pay period up to a total of 40 hours per year. Each employee will continue to earn Personal/Sick Leave at the rate of 40 hours per year based on the allocation noted. **Upon termination of employment, Personal/Sick leave not used will be forfeited.**

The personal/sick leave pay is available to employees who are medically not able to perform their normal duties. A portion of the employee's available personal/sick leave pay can be used to attend to the illness of his or her child, parent, domestic partner or spouse.

Personal/Sick leave is also available if an employee, or a member of an employee's immediate family, has been the victim of a crime and the employee needs to take time off in order to attend judicial proceedings relating to the crime.

Verification of the employee's medical disability, or need to attend to an immediate family member or domestic partner who is ill, may be required by the company in order for payment to be made.

An employee will not earn any credit for personal/sick leave in a non-pay status. Leave can only be earned when an employee is in a paid status to include authorized paid time off.
Time off for disability, leave without pay or other leaves of absence are not considered time worked and are not counted in the accumulation of earned personal/sick pay.

Personal/Sick Leave will be earned following the first pay period.

Upon termination of employment, Personal/Sick leave not used will be forfeited

It is the company's policy to not allow an employee to take more vacation or personal/sick leave than what has been accrued.

It is the employee's responsibility to review this report for accuracy and report errors to the HR department in a timely manner.

The company allows the use of make-up time when a non-exempt employee needs to take time off to tend to personal obligations. An employee's use of make-up time is completely voluntary. The company does not encourage, discourage or solicit the use of make-up time.

A separate written request is required from the employee for "each occasion of personal obligation time off" that the employee wishes to makeup during a workweek indicating, for that occasion, the dates and hours in that same workweek they wish to work the makeup time. The make up time can only be granted for the pay period being reported.
This written make-up time request must be received and approved in writing by management at minimum 24 hours before the employee works the make-up time(s) requested. The written request can be for workdays before or after the personal obligation time. The company will have the discretion to grant or deny an employee's request for make-up time based upon the company's staffing and operational needs. An employee will only be paid straight time when working makeup time.

Overtime –Fringe F2 employees are the only employees authorized to use Overtime (Full Time Hourly employees). Overtime can only be granted by the President or Vice President as previously approved by the client and/or prime contractor. Personnel will be directed via their respective supervisor on how much Overtime is authorized and will only be granted on a day-to-day basis. No overtime will be paid unless properly authorized via the President and/or Vice President of the company.

Reporting Time Pay - An employee who is required to report to work and does report, who is not put to work or works less than 4 hours, will be paid a minimum of 4 hours pay, except in the event of failure of utilities, fire, flood, explosion, bombing, storm, act of God or other conditions beyond the reasonable control of the company.

If an employee is scheduled to work, and reports to work, a second time in a scheduled workday or on his or her scheduled day off, he or she will receive a minimum of 2 hours of pay.

INSURANCE PROGRAMS (Required by Law)

Workers' Compensation - The Company furnishes workers' compensation insurance coverage at its expense. Workers' compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by an employee's work. If an employee is injured on the job, the injury must be reported in writing to the supervisor immediately, no matter how minor the injury is, in order for the proper reports to be filled out. Failure to timely report an injury may jeopardize or delay your rights to certain benefits.

Workers' Compensation Fraud - Any employee who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. Workers' compensation fraud is punishable by up to five years in state prison and a fine of up to $50,000.

State Unemployment Insurance - You may be protected against total loss of wages if you become unemployed under certain conditions as outlined by the Workers' Compensation Act depending on the state in which you are working. Eligibility requirements under this act will be explained to you at any office of the State Employment Development Department. This insurance is completely paid for by your company in the form of unemployment insurance taxes. The State Employment Development Department will only allow unemployment insurance payments on those claims covered by the Act. No action will be taken against any employee in any manner for testifying in an unemployment hearing.

Federal Social Security (F.I.C.A) - The Federal Insurance Compensation Act is a Federal law, which requires employers and employees to pay a part of all salaries and wages to the government in return for certain old age and survivors' benefits. Neither you nor our company has any choice in this. At the age of 62 and older, upon application, you may become eligible to receive stipulated, reduced or full monthly payments based on your average income while you were working, or if you should die, your survivors will receive such payments. More detailed information is obtainable from any branch office of the Social Security Administration. The cost is borne equally by employer and employee contributions.

PROFIT SHARING, SIMPLE, PENSION PLAN

The company recognizes that the key to its success is the performance of its employees and those employees are our number one asset. To reward such performance, the company has established a SIMPLE IRA plan. All full-time employees are eligible from date of hire. Burr Business Solutions, LLC will match employee contributions up to 3% of annual salary. Employees must contact the President of the company in order to be properly enrolled in the Simple IRA plan. The President will provide all required paperwork and establish the requirements for withdrawal from the employees pay and matching funds when properly enrolled.

COMPANY HEALTH/LIFE/DISABILITY INSURANCE

All full-time employees are covered under the Company plan for life insurance (equal to annual salary up to a maximum of $100,000) and disability insurance. Medical insurance is available to all employees. BBS will pay the employee premium up to $400 per month for medical insurance. Employee will be responsible for premium over the maximum. All employees desiring coverage for dependents will be able to purchase this coverage through payroll deduction. You will become eligible for medical coverage under this plan following your enrollment and your completion of 30 calendar days of employment. BBS will pay the entire premium for your life insurance.

EDUCATION AND TRAINING ASSISTANCE/TUITION REIMBURSEMENT

BBS, LLC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within BBS, LLC. **ALL REQUESTS MUST BE APPROVED IN ADVANCE OF ENROLLMENT IN THE CLASS/COURSE.**

BBS, LLC will reimburse tuition expenses for career-related programs in accordance with the following schedule subject to the terms and conditions set forth below and after management approval:

Grade	Percent Reimbursement
A or B	100%
C	50%
D or F	0%

Terms and Conditions of Reimbursement

Employee must maintain a 3.0/4.0 GPA minimum to qualify for reimbursement.

Maximum Reimbursement Amounts:

Full-time employees meeting all requirements are eligible up to a maximum of $6,000 per year.
Part-time employees** meeting all requirements are eligible up to a maximum of $3,000 per year.

Supervisor must approve the course to determine if it qualifies for the Tuition Reimbursement Program. Courses and degree programs **MUST BE CAREER RELATED AND APPROVED IN ADVANCE OF ENROLLMENT.**

Reimbursement for any course(s) will occur at the conclusion of a course. Specifically, reimbursement will be made upon presentation of a copy of that person's grade report for that course, assuming the grade is B or better.

While educational assistance is expected to enhance employees' performance and professional abilities, BBS, LLC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

If an employee leaves the company less than one year after reimbursement for a course of study, the tuition money must be returned to the company prior to the receipt of the last check.

***Part-time employees hired for temporary / short term contracts are not eligible for this benefit.*

LEAVES OF ABSENCE

The following applies to all company leaves of absence.

Compensation and Benefit Accruals While on Leave of Absence: All leaves of absence are without pay from the company. Vacation time is not earned, and an employee is not eligible to be paid for any company paid holidays occurring during any leave of absence, except that an employee returning from a military leave of absence will be reinstated with full benefits. This includes Personal/Sick Leave during the leave of absence.

Non-Retaliation: No action will be taken against any employee in any manner for requesting or taking any leaves of absence provided for in this company employee handbook.

Use of Vacation and Sick Leave – An employee who takes a Personal (Non-Industrial) Medical Leave of Absence can choose to substitute for such leave any vacation or sick leave time that the employee may have accrued.

Return from Leave - An employee returning from this leave of absence must furnish a doctor's written certification of his or her fitness to perform the essential functions of his or her job, with or without reasonable accommodation. Failure to return from leave of absence by the scheduled time may result in termination.

Upon return from such a leave of absence, the company will use its best efforts to return the employee to a position, which is the same, or similar to that previously held.

Use of Vacation or Sick Leave - An employee who takes a family or medical care leave can choose to substitute for such leave any vacation time that the employee may have accrued. An employee who takes a family or medical care leave on account of his or her own serious medical condition can choose to substitute for such leave any personal/sick leave that the employee may have available.

Request for Leave - No leave will be granted to an employee unless he or she submits a written request for a family and medical care leave stating the beginning date and length of such leave. If the employee's need for family or medical care leave is foreseeable, the employee must provide the company with reasonable advance notice of the need for the leave. Written updates may be required from time to time thereafter. Failure to comply with these requirements is grounds for denial of a family or medical care leave.

Where the leave is requested to enable the employee to care for a seriously ill child, spouse or parent, or because of the employee's own serious health condition, the employee must furnish a doctor's written certification. The doctor's written certification must include the date the serious health condition commenced, and an estimate of the probable duration of the condition. For leave to enable the employee to care for a seriously ill child, spouse or parent, the written certification must contain the following. An estimate of the amount of time that the doctor believes the employee needs to care for the family member, and a statement that the serious health condition warrants participation of a family member to provide care during a period of treatment or supervision.

Second Medical Opinion - Prior to granting a leave because of an employee's own serious health condition, the company may request a second medical opinion to be rendered by a doctor of its choice. If the opinions of the employee's and the company's doctors differ, the company may require a final and binding opinion from a third doctor, jointly approved by the company and the employee.

Compensation and Benefits - Family and medical care leave is without pay from the company. The company will, however, continue to pay the premium for the employee's health insurance that the company would have paid but for the employee's leave. The employee will be responsible for paying for the employee portion of the health insurance premium, and such payment will be due at the same time as if it had been made by payroll deduction. Insurance may be cancelled if the employee fails to pay his or her portion while on leave. The company's payment will continue for a maximum of 8 weeks of leave time. Employer payments for these benefits will cease immediately following the 8-week period. In this event, the employee may apply for COBRA continuation coverage of health benefits under applicable law.

Return from Leave - Where family and medical care leave has been taken by an employee on account of the employee's own serious health condition, before the employee returns to work, the employee must provide the company with a written doctor's certification that the employee is able to resume work. The company reserves the right to require a physical examination by a doctor of its choice to determine if the employee is able to perform the essential functions of the

employee's job as set forth in the employee's job description. Failure to return from leave of absence by the scheduled time may result in termination.

Upon return from such a leave of absence, the company will use its best efforts to return the employee to the same position held prior to the leave of absence. If this position is not available, the company will offer the employee a comparable position if available. The company will not guarantee job placement.

Pregnancy/Childbirth Leave of Absence

Request for Leave - An employee will be granted a leave of absence due to a disability arising from pregnancy or childbirth, provided that she submits a written request for such leave. In addition, the employee must furnish a doctor's written certification stating the leave time is necessary due to pregnancy or childbirth and the length of such leave. Written updates may be requested from time to time thereafter. Failure to provide the above information is grounds for denial of a pregnancy or childbirth leave of absence.

Length of Leave - A pregnancy or childbirth leave of absence shall be for a reasonable period of time during which an employee is disabled, but the leave of absence shall not exceed a maximum of two months or 40 workdays (based on a 5 day workweek). Part-time employees will be granted a pro-rata amount of this maximum leave time. This leave does not need to be taken in one continuous period of time but can be taken on an as needed basis. Time off, certified by a physician as pregnancy or childbirth related, such as severe morning sickness, can be taken as part of the employee's maximum available leave time under this policy.

Compensation and Benefits –Pregnancy/Childbirth Leaves of Absence are without pay from the company. The company will, however, continue to pay the premium for the employee's health insurance that the company would have paid but for the employee's leave. The employee will be responsible for paying for the employee portion of the health insurance premium, and such payment will be due at the same time as if it had been made by payroll deduction. Insurance may be cancelled if the employee fails to pay his or her portion while on leave. The company's premium payment will continue for a maximum of 8 weeks of leave time. Employer payments for these benefits will cease immediately following the 8-week period. In this event, the employee may apply for COBRA continuation coverage of health benefits under applicable law.

Use of Vacation and Sick Leave – An employee who takes a Pregnancy/Childbirth Leave of Absence can choose to substitute for such leave any sick leave time that the employee may have accrued. The employee may request to substitute any vacation time accrued.

Return from Leave - An employee returning from this leave of absence must furnish a doctor's written certification of her fitness to perform the essential functions of her job, with or without reasonable accommodation. Failure to return from leave of absence by the scheduled time may result in termination.

Upon return from such a leave of absence, the company will use its best efforts to return the employee to their original position or to a substantially similar position.

Industrial Medical Leave of Absence

Request for Leave - An employee will be granted a leave of absence due to disability arising from an industrial (work-related) illness or injury, provided that he or she submits a written request for such leave. In addition, the employee must furnish a doctor's written certification stating the leave time is necessary due to an industrial injury or illness and the length of such leave. Written updates may be requested from time to time thereafter. Failure to provide the above information is grounds for denial of an industrial medical leave of absence.

Length of Leave - An industrial medical leave of absence shall be for a reasonable period of time during which an employee is disabled, but the leave of absence shall not extend beyond the time that the employee is deemed "permanent and stationary."

Compensation and Benefits – Industrial Medical Leaves of Absence are without pay from the company, but the employee may be entitled to disability payments under the company's Workers' Compensation insurance policy. The company will, however, continue to pay the premium for the employee's health insurance that the company would have paid but for the employee's leave. The employee will be responsible for paying for the employee portion of the health insurance premium,

and such payment will be due at the same time as if it had been made by payroll deduction. Insurance may be cancelled if the employee fails to pay his or her portion while on leave.
The company's payment will continue for a maximum of 8 weeks of leave time. Employer premium payments for these benefits will cease immediately following the 8 week period. In this event, the employee may apply for COBRA continuation coverage of health benefits under applicable law.

Use of Vacation and Sick Leave – An employee who takes an Industrial Medical Leave of Absence can choose to substitute for such leave any sick leave or vacation time that the employee may have accrued.

Return from Leave - An employee returning from this leave of absence must furnish a doctor's written certification of his or her fitness to perform the essential functions of his or her job, with or without reasonable accommodation. Failure to return from leave of absence by the scheduled time may result in termination.

Upon return from such a leave of absence, the company will use its best efforts to return the employee to a position, which is the same, or similar to that previously held.

Military Leave of Absence

An employee who enters the armed forces of the United States will be granted a military leave in accordance with federal and state laws.

Request for Leave – An employee must provide advance notice of the need for military leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

Length of Leave – The Company will grant up to a total of five years for an employee's military leave of absence, which includes the cumulative length of all absences from employment due to military service. Approved leave beyond five years of military service may be granted in limited circumstances when required by federal or state laws.

Use of Vacation – An employee who takes a military leave of absence may request to use his or her accrued vacation.

Compensation and Benefits – Military leave of absence is without pay from the company. The company will, however, continue to pay the premium for the employee's health insurance that the company would have paid but for the employee's leave. The employee will be responsible for paying for the employee portion of the health insurance premium, and such payment will be due at the same time as if it had been made by payroll deduction. Insurance may be cancelled if the employee fails to pay his or her portion while on leave. The company's payment will continue for a maximum of 8 weeks of leave time. Employer premium payments for these benefits will cease immediately following the 8 week period. In this event, the employee may apply for up to eighteen months of continuation coverage of health benefits under applicable law.

Return from Leave - Upon completion of military service, the employee will be reinstated with full seniority to his or her former position or to a comparable position if application for reemployment is made based on the falling periods of uniformed service. If an employee has service time of less than 31 days, he or she must return following completion of active duty to work by the beginning of his or her first regularly scheduled work period. If the service time is 31 to 180 days, the employee must file an application for reemployment within 14 days after the completion of military service. If the service is more than 180 days, the employee must file an application for reemployment not later than 90 calendar days after completion of military service.
The preceding return from leave deadlines can be extended for an employee who is hospitalized or recovering from a service-related illness or injury. However, the employee will not be reinstated if the Company's circumstances have so changed that re-employment is impossible or unreasonable.

National Guard Training Leave - An employee who is a member of the National Guard or a reserve component of the armed forces will, upon furnishing a copy of the official orders or instructions, be granted a military training leave. Training leaves shall not, except in an emergency or in the event of extenuating circumstances, exceed two weeks a year, plus reasonable travel time. The employee may choose to take earned vacation pay available during military training.

PHYSICAL EXAMINATIONS FOLLOWING A LEAVE

An employee who returns to work following a leave of absence resulting from an injury or illness may be required to take a physical examination to: (1) determine if the employee is an "individual with a disability" for purposes of the Americans With Disabilities Act and any other applicable federal or state law; (2) to determine if the employee can perform the essential functions of the job to which he or she is returning with or without reasonable accommodation and without posing a direct threat to the health or safety of his or herself or others, and (3) to identify an effective accommodation that would enable the employee to perform the essential functions of the job.

The Company at no cost provides any physical examination required by the company to the employee.

KEEP YOUR RECORD UP TO DATE

It's important to you that your name, address and telephone number be kept correct on company records. It is sometimes necessary for your supervisor or someone else in the company to contact you at home. Also, you may not receive important mail from the company if your address is not on file. Therefore, it is your responsibility to report changes in your name, address, telephone number, and any other matters, which affect your tax withholding, to your supervisor or the office.

REQUESTS FOR PAYROLL RECORDS

The company will provide an employee or former employee with copies of his or her payroll records within twenty-one (21) days of his or her written request.

PERSONNEL RECORDS

The company keeps a personnel file on each employee. The contents of an employee's file, except for letters of reference and certain other limited kinds of information are open for his or her inspection, upon request, at reasonable times. An employee may request and receive from the company a copy of anything in his or her file that has been signed by them. Contact the President and/or Vice President of the company if you wish to review your personnel file or to make copies of documents signed by you.

The company will keep your personnel records confidential. However, there are certain times when information may be given to persons outside of the company. These include:

(1) Responses to subpoenas, court orders, or orders of administrative agencies;
(2) In a lawsuit in which you and/or the company are parties;
(3) To administer employee benefit plans;
(4) To a health care provider.

LOSS OF COMPANY PROPERTY

You may be issued certain tools or equipment in order to perform your job. These items belong to the company but are placed in your care and custody. You will be required to sign for these items, which includes an authorization to deduct their depreciated replacement value from your final paycheck, if you fail to return them to the company.

COMPANY WORK RULES

It is necessary, in order for our business to operate efficiently and safely, that employees observe the rules governing our work environment. The following, while not all inclusive, is a list of employee conduct, performance problems or actions considered violations of company work rules, which may result in disciplinary action, up to and including termination of employment.

1. Unexcused, habitual or excessive absence from work.
2. Frequent, habitual or excessive tardiness.
3. Failure to promptly notify the company of an intended absence.
4. Failure to complete your timesheet, falsification of timesheet or violation of timesheet policy.
5. Failure to properly perform assigned work.
6. Use of profane or abusive language to supervisory or management personnel, other employees or client.
7. Violation of company's Solicitation and Distribution Rule.
8. Violation of Conflict of Interest policy.
9. Violation of the Company's No Drugs policy.

It must be remembered that the employment relationship is based on mutual consent of the employee and the company. Accordingly, either you or the company can terminate the employment relationship at will at any time, for any or no reason. Further, the company can demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion.

YOU'RE SAFETY

For your own protection, and the protection of your fellow employees, we want you to work safely and use all the safety devices provided to protect you. Safety is everybody's business, especially yours. Do your part to make this company and your work space a safe place to work. Report any unsafe working conditions to your supervisor. All hazardous conditions will be investigated and appropriately corrected.

Nobody gains from an accident, and nobody likes to work under conditions, which present hazards to life and property. Everybody loses when accidents occur. All employees who work in a warehouse type operation will be required to acquire safety shoes with steel toes. An employee will be reimbursed a maximum of up to $100 for one pair of safety shoes per year based on pre-approval to replace existing, worn shoes and proper receipt for reimbursement.

STANDARDS OF CONDUCT

Laws are made so that people can live together with respect for their personal and legal rights. Company standards of conduct are made for exactly the same reason. The following company standards, while not all-inclusive, are the principal standards in effect at our company. These standards apply equally to all and are for the protection of all employees and our company. Engaging in the following activities may subject you to disciplinary action, up to and including termination of employment.

2. The possession, sale or use of knives, explosives, firearms, or other dangerous weapons on company property.
3. Fighting, threatening or attempting bodily injury to another.
4. Consuming, possessing, selling or distributing alcoholic liquors or illegal drugs or narcotics on company property.
5. Falsification of company records, including employment application, tax records including social security numbers, time cards and/or production work records.
5. Insubordination, including but not limited to, refusal to do assigned work.
6. Inability or refusal to work in harmony or cooperation with fellow employees so as to cause friction, conflict or lowering of group morale, including deliberate spreading of false rumors adversely affecting the operation of the company.
7. Deliberate or willful destruction or vandalism of company tools, machines, products, supplies, or other company property.
8. Sleeping while on duty.
9. Leaving your department or assigned work place without permission and/or the use of working time for non-working purposes.
10. Disclosing confidential company information or removing customer property from company premises, without prior company authorization.
11. Gambling of any kind on company time or premises.
12. Unauthorized use of company property, equipment or materials.
13. Habitual or gross negligence or incompetence in the performance of assigned duties or unnecessary waste of company materials.
14. Engaging in or contributing to violent behavior, or threatening others with violence.
15. Violation of the company's Harassment or Equal Employment policies.

It must be remembered that the employment relationship is based on mutual consent of the employee and the company. Accordingly, either you or the company can terminate the employment relationship at will at any time, for any or no reason. Further, the company can demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion.

EMPLOYEE HANDBOOK REVISIONS

It is intended that this document shall reflect adequate understanding of your work situation. The dynamic nature of the printing industry and of the times will undoubtedly require changes in this work situation. The company reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook, as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this handbook shall be effective unless made in writing, and signed by the President of the company. The company will attempt to provide you with notification of any other changes as they occur.

RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HANDBOOK

This is to acknowledge that I have received a copy of the Burr Business Solutions, LLC Employee Handbook. This handbook sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to read and familiarize myself with all of the provisions of the handbook.

I understand that except for the "Terms of Employment" provisions of this handbook, the company reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this handbook shall be effective unless made in writing and signed by the President of the company. The company will attempt to provide you notification of any other changes as they occur.

I understand that Burr Business Solutions, LLC supports a NO DRUG Policy and as such, I understand that drug tests can be requested at random at will by the company. I understand that a drug test will be required after every on-the-job accident or injury resulting in loss of work time. I also understand that a refusal to take a drug test can be grounds for dismissal.

I understand that nothing in this handbook creates or is intended to create a promise or representation of continued employment and that employment at the company is at will. My signature below certifies that I understand that the foregoing agreement on at will status is the sole and entire agreement between the company and me concerning the duration of employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with the company.

Date: _____

Signed: _____
(Employee)

Signed: _____
(Hiring supervisor)