

SECTION 1 - PURPOSE OF HANDBOOK

_____ [Company Name] (the “Company”) has prepared this handbook to provide you with an overview of the Company’s policies and rules. It is intended to familiarize you with important information about the Company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. The information in this handbook supersedes and replaces all rules and policies that may have previously been expressed or implied, either in writing or orally.

This handbook is intended to provide general information about the policies and rules governing the employees of the Company and is not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that the policies and rules described in this handbook change from time to time. Accordingly, the Company reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion.

If any statements in this handbook are not clear to you, please contact the Company’s management for clarification.

SECTION 2 - COMPANY COMMITMENTS

2.1 OPEN-DOOR POLICY

In keeping with the Company’s philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, sexual orientation, gender identity, age, religion, national origin, handicap, disability, marital status, or military or veteran status. Discrimination includes, but is not limited to, making any employment decision or employment related action based on the foregoing attributes or any other characteristics or status protected by applicable law.

Employees are directed to bring any violation of this policy to the immediate

attention of the Company's management. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge.

Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

2.3 ACCOMMODATION FOR DISABLED EMPLOYEES

The Company is committed to complying with all laws that protect qualified individuals with disabilities. When requested, the Company will provide reasonable accommodation for any known physical or mental disability of a qualified individual, provided the requested accommodation does not create an undue hardship for the Company or pose a direct threat to the health or safety of others in the workplace or to the requesting employee.

To request an accommodation to perform the essential functions of an employee's job, the employee must submit a written request to _____ [name of department or authorized person; e.g., human resources department]. An employee requesting an accommodation should include in the request his or her suggestion for an accommodation. Once the Company is aware of the need for an accommodation, it will engage with the employee in an interactive process to identify possible accommodations. The Company will not retaliate against employees who use this procedure.

2.4 HARASSMENT POLICY

The Company will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, sexual orientation, gender identity, age, religion, national origin, handicap, disability, marital status, or military or veteran status. It is the policy of the Company that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. The Company also will not tolerate any such harassment of our employees by our clients or vendors

Additionally, sexual harassment will not be tolerated at the Company. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment occurs when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. All sexual harassment is prohibited whether it takes place within the Company's premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Company.

Employees must bring any violation of this policy to the immediate attention of _____ [name of department or authorized person; e.g., human resources