



COWORKER HANDBOOK

April 15, 2019

COWORKER HANDBOOK.....	1
GENERAL INFORMATION.....	4
History	4
Mission	4
Core Capabilities:	4
Operating Principles:	4
Operating Policy	4
EMPLOYMENT	5
Code of Ethics and Conduct	5
Affirmative Action and Equal Employment Opportunity.....	5
Position Classification	5
Job Descriptions	6
Job Performance Appraisals	6
Personnel Records	6
Coworker Record Maintenance	6
Open-Door Policy	6
Relocation Cost Policy	7
WORK GUIDELINES	7
Work Hours	7
Inclement Weather Office Operations	7
When Late or Absent	8
Leaving During Working Hours	8
Personal Appearance	8
Personal Mail, Visits, and Phone Calls.....	8
Travel.....	9
Conflicts of Interest	9
Proprietary Information	9
Coworker Papers and Articles	9
Property (Customer, Company, and Personal)	10
Moonlighting	10
WORK ENVIRONMENT.....	11
Good Housekeeping	11
Security.....	11
Safety	11
Solicitations, Collections, and Gifts	11
Sexual Harassment	12
Smoke—Free Environment	12
Drug—Free Work Place/Controlled	12
Substance or Alcohol Abuse.....	12

COMPENSATION.....	16
Time and Attendance Reporting.....	16
Paydays.....	16
Exempt/ Non-Exempt Coworkers.....	16
Overtime.....	16
Compensation Time.....	17
Wage Advances.....	17
Wage or Salary Information.....	17
Pay Transparency Nondiscrimination Provision.....	17
BENEFITS.....	18
Insurance Coverage.....	18
Flexible Spending Account.....	18
401K Plan.....	18
Holidays – Salaried Employees Only.....	18
Vacation Leave – Full Time and Select Hourly Employees.....	19
Personal/Sick Leave – Full time and Select Hourly Employees Salaried.....	19
Voting Time Off.....	20
Jury Duty/Witness Duty Leave.....	20
Military Duty Leave.....	21
Leave of Absence without Pay.....	21
TERMINATION OF EMPLOYMENT.....	21
Employment At-Will.....	21
Reduction in Force.....	21
Resignation.....	22
Separation Pay.....	22
Conversion of Insurance.....	22
SOCIAL MEDIA POLICY.....	22
Personal Use (Not Related to FSCX, Inc. Business).....	23
FSCX, Inc. Business-Related Use.....	24
Employment References.....	25
Employment Representations.....	25
General Implementation of Policy.....	25
INTERNET USAGE POLICY.....	25
Computer, email and internet usage.....	26
AMERICANS WITH DISABILITIES ACT POLICY.....	27
Purpose.....	27
Scope.....	27
Definitions.....	28
Process.....	29

Reasonable Accommodation	29
Requesting an Accommodation	29
Candidates for Employment	29
Responsibilities.....	31

GENERAL INFORMATION

History

FSCX, Inc., a privately owned company with headquarters in Lawton, Oklahoma, began business in March 2000.

Mission

Provide relevant, expert, quality training, analytical and support services to our customer.

Core Capabilities:

- Military subject matter expertise...particularly
 - Combat Arms
 - Special Operations
 - Joint
 - Fire Support
 - Air Defense
 - Operation of C2 systems
 - Operation of simulation training systems
 - Exercise Support

Operating Principles:

- Hire and retain the best coworkers.
- Foster a working environment that encourages coworkers' initiative and ethical behavior; rewards excellence; balances company requirements with individual, family, and community demands; promotes teamwork; reinforces the golden rule -- "treat others as you wish to be treated".
- Maintain a financially sound company.

Operating Policy

We are bound by a common interest — the successful operation of our company.

This success can best be measured by our ability to deliver quality products and services in a highly competitive market. Our common interest can best be served in an atmosphere of trust, cooperation, respect, courtesy and understanding. To further this goal the company has established the following policies:

- Provide equal employment opportunity for everyone. There shall be no discrimination because of race, color, religion, sex, age, national origin, ancestry, veteran status, or disabilities not related to job

performance.

- Provide safe and healthy working conditions to minimize job hazards. Each coworker is responsible for accident prevention.
- Provide prompt, courteous, and careful attention to coworkers' concerns, problems or questions.
- Provide a vacation and holiday program to enable coworkers to relax, spend time with their families, and pursue outside interests.

EMPLOYMENT

Code of Ethics and Conduct

FSCX has a formal Code of Ethics and Conduct policy which is a separate, stand-alone document that all employees need to read and observe. FSCX insists that employees abide by the following:

- Treat others as you would like to be treated
- Follow ethical, moral and legal behavior
- Be honest in act, word and deed
- Adhere to the guidelines in the Code of Ethics and Conduct policy and this Coworker Handbook

Affirmative Action and Equal Employment Opportunity

FSCX's affirmative action and equal employment opportunity policy ensures equal consideration to all qualified applicants regardless of race, color, age, religion, sex, national origin, disabilities, or veteran status.

FSCX makes all decisions pertaining to employment, placement, promotion, upgrading, demotion, transfer, layoff, termination, training, compensation, benefits, and other terms and conditions of employment without regard to race, color, age, religion, sex, national origin, disabilities or veteran status.

If you believe a violation of this policy is occurring, you should report it to either your supervisor or higher-level authority. We encourage you to read FSCX's complete Affirmative Action and Equal Employment Opportunity policy during in processing or any time thereafter. Simply ask your supervisor or the person in processing you for a copy.

Position Classification

All FSCX coworkers are classified as either exempt or non-exempt.

Overtime requirements of the Fair Labor Standards Act do not apply to **exempt** coworkers. Minimum wage and overtime requirements of the Fair Labor Standards Act do apply to **non-exempt** coworkers.

Each coworker is classified as salaried or hourly labor. Hourly coworkers are further classified as full-time, part-time, or temporary. The

classifications of exempt/non-exempt and salaried/hourly affect your eligibility for company benefits. FSCX will inform you of the classification of the position for which you are being considered as part of the hiring process. If for some reason your classification changes, your supervisor will inform you.

Job Descriptions

Every person in FSCX works in a position covered by an approved job description.

The job description generally describes what you are expected to do and the standards to which you are expected to adhere.

We encourage you to review your job description with your supervisor to clarify your duty requirements and specify mutually agreed-upon objectives. You are responsible to ensure, through discussions with your supervisor, that your job description is clear and accurate. Final approval of the job description rests with your supervisor.

Job Performance Appraisals

(Reserved for future implementation)

Personnel Records

Your personnel file is maintained in Lawton, OK.

FSCX treats all information relating to present and former coworkers as confidential and privileged information. However, FSCX will release dates of employment and verification of employment information to outside parties. You may review your personnel files during working hours to ensure the information is accurate.

Coworker Record Maintenance

It is your responsibility to notify your supervisor of any change in name, address, telephone number, marital status, emergency contact, beneficiary designation, dependent information, or exemptions for withholding tax.

Additionally, the company expects you to inform your supervisor of educational achievement or professional degrees earned so this information can be added to your personnel records.

Open-Door Policy

FSCX has an open-door policy. This means that you have access to higher-level authority to resolve differences of opinion. When an issue arises, you should first discuss it with your supervisor.

If you and your supervisor cannot reach an agreement, you can meet with

the next level manager. If you are still not satisfied, you may proceed up the management chain in an attempt to reach an equitable solution to your problem.

At each level, as a courtesy, let the supervisor know you are not satisfied and are planning on discussing your problem with the next level of supervision. This method promotes understanding and assures your concern or problem is given proper consideration.

Relocation Cost Policy

FSCX may offer to reimburse relocation costs subject to Federal Acquisition Regulation 31.205-35, not to exceed a rate per employee calculated in a supporting budget proposal. In short, relocation costs may be reimbursed for new employees expected to work at least 12 months from the assigned work location. Employees who resign within the 12 month period will reimburse FSCX 100% of their reimbursed costs; e.g., if an employee resigns after 11 months, the employee will still reimburse FSCX 100% of the relocation costs paid to the employee. FSCX reserves the right to amend or discontinue its relocation cost policy while still being consistent in the application of the policy. For example, FSCX may not offer relocation cost reimbursement to some new employees and not others associated with a specific work requirement. Specifically, if the company hired two people from Texas to start work in Lawton, OK at the same time in connection with a specific contract, it may offer to reimburse moving costs for one and not the other, or change the limitations of allowed reimbursement for that circumstance.

WORK GUIDELINES

Work Hours

The FSCX regular work schedule is based on a five-day, forty-hour workweek. Lunch periods will be for a period of no longer than one hour, for which pay is not received.

Work schedules and starting times may vary by office, site, and even project. You are expected to know the standard hours of operation for your office or project and to be present during those hours. Ask your supervisor for an explanation of the policy appropriate to your local situation.

Inclement Weather Office Operations

FSCX encourages its coworkers to use common sense and good judgment during inclement weather.

Due to the varying weather conditions existing throughout a commuting area, only in rare and extreme circumstances would an “open or closed”

public announcement be made. Thus, we normally try to conduct business during adverse weather conditions.

You should listen to media information and decide if it is safe enough to reach the office or job site. In all cases, please attempt to inform someone at the office if you cannot reach the site or will be arriving late.

When Late or Absent

Excessive tardiness or unauthorized absences are not conducive to good working relationships. Let your supervisor know ahead of time if you are going to be late or absent. If you cannot give advance notification, contact your supervisor prior to the time you are scheduled to report to work, or as close to the starting time as possible, with the reason for your absence and when you expect to return to work.

Unscheduled or unauthorized absences will be charged against your vacation leave. If you are absent three consecutive workdays and we have no valid information as to the reason for your absence, we will presume that you have quit without notice.

Leaving During Working Hours

Occasionally, you may have to leave the office or job site during working hours due to an emergency or other reason. When this occurs, notify your immediate supervisor (or in his/her absence someone in your supervisory chain) of the situation prior to your leaving.

Personal Appearance

Coworkers are expected to dress in a manner appropriate to the business being conducted in their office or job site. If you have a question about what is appropriate for your situation, ask your supervisor.

Personal Mail, Visits, and Phone Calls

Sometimes we receive personal mail or telephone calls which are unavoidable or important to each of us. FSCX will refer incoming personal messages or mail to you, but in doing so the company will not accept responsibility for handling these messages or mail. Common sense and good business practices tell us to keep incoming or outgoing personal phone calls or mail to a minimum. Do not use FSCX's (or customer's) phone system for personal long distance phone calls, unless you call collect or charge the call to your personal calling card or credit card.

We require personal visitors to register upon entering an FSCX facility or a customer's job site. You or an authorized coworker will escort your visitors throughout the visit.

Travel

You may be required to travel on company business from time to time. Ensure you follow the FSCX Travel Policy and Procedures, which is based on Government regulations. This document is available on the FSCX Employee Portal.

If you have a question about what is appropriate for any travel situation, ask your supervisor. Final approval of all travel rests with the Chief Operating Officer (COO).

Conflicts of Interest

You should avoid any situations that may lead to divided loyalties and interests or which have, or may have, an appearance of impropriety.

Ensure you have no personal conflicts of interest when representing the company or our clients in any transactions with other parties, making recommendations relating to such transactions, or making decisions on such transactions.

Any compensation, financial profit, or gain, from any outside activities or employment which places you in conflict with your responsibilities at FSCX could be cause for dismissal.

You must not participate in actions or activities that would place our customers in a compromising position. When in doubt, discuss your concerns with your supervisor.

Proprietary Information

Our intellectual capital is the lifeblood of our company. Do not disclose company, customer, or coworker confidential, proprietary, or sensitive information to unauthorized personnel. Observe the laws of the United States and of other governing jurisdictions in which the company does business.

If you have a question regarding any query for information, contact your supervisor. Unauthorized release of proprietary information, whether belonging to FSCX or one of our customers, is prohibited and is cause for dismissal.

Coworker Papers and Articles

FSCX encourages coworkers to take the opportunity to present papers at seminars, conferences, or professional meetings and to publish articles in professional journals. Normally, you prepare for and present these efforts on your own time, after work or on weekends. If you desire to use company time for this purpose, please obtain prior approval from your supervisor, preferably in writing.

Regardless of whose time is used (yours or the company's), submit all manuscripts destined for presentation or publication while you are employed at FSCX to your supervisor for approval.

The intention is not to censor, control, edit, or in any way discourage freedom of your professional thought or action, but rather to avoid inadvertent compromise or disclosure of classified, inappropriate, or proprietary information.

Property (Customer, Company, and Personal)

You are responsible for the proper care and protection of company or customer owned property you use in doing your work. Ensure you only use the equipment and property for their intended purpose, safeguard them, and keep them in good condition.

Report broken, damaged, or malfunctioning equipment or software to your supervisor or a company official. Return property issued for your use at the office or off the premises in good condition upon your departure or upon the request of your supervisor or company official.

FSCX is not responsible for loss or damage to your personal property; ensure you safeguard any valuables you bring to work.

Moonlighting

FSCX discourages full-time coworkers from accepting outside employment or entering into a business relationship. However, you may accept outside employment or a business relationship provided you: receive approval from your Project Lead and with corporate officer concurrence and understand your duties with FSCX take precedence over any outside employment or relationship. FSCX expects full-time coworkers to meet the following conditions:

- Do not accept employment from companies engaged in any activity competitive with the business of FSCX.
- Do not use FSCX resources or information to gain outside employment or compensation.
- Employment outside FSCX must not diminish your performance at FSCX.
- Inform FSCX management of the type and extent of your outside employment.

WORK ENVIRONMENT

Good Housekeeping

FSCX maintains a high standard of housekeeping. Office furniture, equipment, and machines should be kept clean and uncluttered. Just as we unconsciously judge people by their demeanor and dress, so do clients judge us. We take pride in projecting an image of an efficient and well-run operation.

Good housekeeping practices safeguard health, prevent accidents, and contribute to efficient work methods. Dispose of waste in wastebaskets or other trash containers.

Security

Ensure you shred any proprietary or sensitive information before discarding it. Check with your supervisor if you are unsure about what you should shred. Be sure the building/office/worksites is secure and your work area is secure before you depart.

Safety

Safety is everyone's business. Be alert to potential hazards in your work area and take positive corrective action to lessen the chance of an accident. Report unsafe conditions requiring maintenance to your supervisor or management.

Follow safety rules established by FSCX, our customer, or at work sites. Our policy is to investigate every accident to determine its cause and prevent a recurrence.

If you have an accident on the job, report it immediately to your supervisor.

Solicitations, Collections, and Gifts

Do not solicit or distribute literature, products or materials promoting causes on company or customer premises. You may not solicit collections from coworkers without authorization of the site manager. The only solicitations permitted are those in connection with company approved charitable causes or company sponsored events. Such solicitations may be authorized on a site-wide or company-wide basis, but never on a one-to-one basis.

Report to your supervisor any attempts by FSCX or non-FSCX personnel to solicit or distribute literature, products, materials, etc. on company premises.

Some coworkers have greater financial obligations than others, and

collections of this kind might be embarrassing for those whose budgets are limited. Be sensitive to the existence of this condition among your coworkers.

The giving of gifts or contributing toward gifts for fellow coworkers is a nice gesture when it expresses the same warm sentiment that exists when giving gifts at home or to friends. However, there is no requirement to give.

Sexual Harassment

Sexual harassment in the work place is demeaning, counterproductive, and strictly prohibited.

Sexual harassment includes:

- The threat, explicit or implied, that refusal to submit to sexual advances will adversely affect employment, advancement, wages, or career development within the company.
- The granting or denial of employment, advancement, wages, or career development within the company based on submission to or rejection of such advances.
- Conduct or language which is of a sexually offensive nature or which creates a hostile or offensive work environment.

Report sexual harassment by coworkers, visitors, clients, customers, and/or vendors immediately to your supervisor or higher-level manager.

If you feel you have been subjected to such prohibited conduct, report it to your supervisor, to a higher-level manager, or to a company officer. FSCX will investigate all complaints thoroughly, quickly, and confidentially.

Smoke—Free Environment

All FSCX work sites are smoke-free. Coworkers who want to smoke may do so in designated areas, which are normally outside and at least 25 feet away from exits and entrances.

If there is a question concerning authorized smoking areas, contact your supervisor.

Drug—Free Work Place/Controlled Substance or Alcohol Abuse

FSCX provides and maintains a drug-free and alcohol-free work place. As such, the unlawful manufacture, distribution, dispensing, possession

or use of a controlled substance not prescribed by a physician or the consumption of alcohol is prohibited on our premises or work sites.

Drug or alcohol abuse is dangerous. It can adversely affect relationships with family, friends and coworkers; and significantly reduces the quality and quantity of a coworker's work.

As a condition of employment, you are required to abide by the terms of this policy and to notify your supervisor of any criminal conviction for a drug violation, occurring within or outside of the work place, no later than five days after such conviction.

FSCX encourages coworkers suffering from substance or alcohol abuse to voluntarily seek treatment.

FSCX abides by applicable state and federal laws and our federal contract requirements. While FSCX requires no cause to dismiss a coworker, the use, possession, unlawful manufacture, distribution, or dispensation of an unlawful controlled substance by a coworker will be cause for termination. Additionally, coworkers whose job performance deteriorates or whose conduct is disruptive will be disciplined. Deteriorating job performance or disruptive behavior, regardless if it is associated with drug or alcohol abuse, could result in termination.

Testing

Employees are subject to random drug and alcohol testing at any time, with or without notice.

To ensure accuracy and fairness, all testing will be conducted according to Substance Abuse and Mental Health Services Agency (SAMHSA) guidelines, where applicable, and will include a screening test; a confirmation test; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

Employees who test positive will have an opportunity to provide a legitimate medical explanation, such as a physician's prescription, for the positive result. All drug-testing information will be maintained in separate confidential records.

- **Random Testing:** All employees are subject to random testing. Typically, our testing provider, rather than FSCX, will conduct the selection of employees required to participate at any given date. Random testing will take place as required by law, contract or industry practice.
- **Reasonable Suspicion Testing:** If there is suspicion that an employee is under the influence of drugs and/or alcohol while on company property or time, the employee will be required to take a drug and/or alcohol test. Reasonable suspicion will be based on observable instances or actions such

- as, but not limited to, the following:
- Dangerous conduct
 - Unexplained decrease in job performance
 - Hostile interpersonal relations
 - Possession of drug paraphernalia
 - Noticeably reduced short-term memory
 - Physical symptoms (including bloodshot eyes, slurred speech and vomiting)
 - Anxiety
 - Inability to concentrate
- **Post-accident Testing:** Employees who are directly involved in, or whose actions contributed to, an accident on the job may be required to submit to a drug and/or alcohol test if there is reasonable suspicion that there is a connection between the incident and the use of drugs or alcohol. Testing will take place as soon as possible after the incident occurs. Accidents include all Occupational Health and Safety Administration (OSHA) recordable incidents, actions or omissions that result in near-miss accidents, and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error.

Any employee who tests positive will be immediately removed from duty.

Each of the following actions constitutes a refusal to submit to testing:

- Failure to provide an adequate urine, blood, breath or saliva specimen for a drug and/or alcohol test without a valid medical explanation
- Failure to be escorted to a testing facility
- Tampering with, adulterating or diluting a specimen
- Refusing to sign a Chain of Custody form at the testing facility

Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy. Refusal to take a drug and/or alcohol test will also be considered a positive test result, which subjects the employee to disciplinary action(s). Job applicants who refuse to submit to drug and/or alcohol testing will not be considered for employment.

Collection of Specimens and Testing

FSCX subscribes to the collection and testing procedures outlined by SAMHSA. This protocol protects the privacy and confidentiality of the employee. Under certain circumstances, protocol requires that specimen donors provide a fresh specimen in the presence of a witness.

Laboratory Testing

All drug and/or alcohol testing will be conducted in a certified laboratory according to the following procedures: (1) specimens will be screened for amphetamines, benzoylecgonine (cocaine), opiates, phencyclidine (PCP) and tetrahydrocannabinol (THC or marijuana); and (2) test results will be confirmed by gas chromatography/mass spectrometry (GC/MS). FSCX reserves the right to test for other substances as well.

No specimen will be considered positive until it has been confirmed at the lab.

Results

Positive test results will be reported to the Medical Review Officer (MRO), who will then contact the employee to discuss the results. Should the MRO be unable to contact the employee, he or she will contact FSCX for assistance. If the MRO cannot make contact with the employee within five days of testing or the results reveal a major safety concern, the MRO may disclose positive test results to FSCX. At that point, FSCX reserves the right to take the employee off active duty until the MRO is able to contact the employee. When the MRO does contact the employee, and only if he or she can provide a viable, legitimate reason for why the test came back positive, then the positive test result will be reported to FSCX as negative.

Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed physician. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, he or she must notify FSCX. Failure to do so may result in disciplinary action, up to and including termination.

FSCX, Inc. may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If FSCX and the physician determine that the employee should be removed from performing his or her job duties, FSCX will notify the employee immediately.

Confidentiality

Results of all drug and/or alcohol testing will be kept separate from employee personnel files and treated as confidential information. No results, whether positive or negative, will be shared with anyone outside of the employee's direct supervisory chain of command and the FSCX drug testing coordinator, except when necessary for treatment or physician confirmation purposes.

NOTE: FSCX, Inc. may disclose the results of a drug and/or alcohol test to decision-makers in a lawsuit, grievance or other proceeding initiated by or on behalf

of the employee.

COMPENSATION

Time and Attendance Reporting

FSCX uses a time and attendance reporting system that complies with federal wage and hour laws. All coworkers will complete timesheets showing time worked by specific job (job code), including overtime, holidays, personal sick leave, vacation leave or other time off.

The timesheet is the basis on which your pay is computed. Your timesheet is really your bill to the company for your services, and timely handling of the timesheet will assure you of being correctly paid.

Your timesheet is a legal document. Your signature/electronic submission certifies that you actually worked the recorded hours on a particular project. You are responsible for ensuring your timesheet is accurate. Fill in hours on your timesheet every day. If you need help regarding timesheet completion and submission schedules, contact your supervisor.

Paydays

FSCX processes payroll monthly no later than the first working day of each month. It then takes about two business days for electronic deposits of funds or receipt of checks. FSCX encourages employees to sign up for direct deposit. To minimize the impact of intervening weekends/holidays, sometimes FSCX will process payroll earlier, likely the last working day of the month. If FSCX requires timesheet or other input prior to the 1st working day of the month, it will notify employees. Employees who fail to submit timesheets in a timely manner may cause the company to run a separate, out-of-cycle payroll, in which case the employee may not only have his pay delayed, but also will have to reimburse FSCX for the out-of-cycle payroll fees. Your supervisor will explain the payroll process and the information you must provide to establish your account in the payroll system.

Exempt/ Non-Exempt Coworkers

The Department of Labor classifies employees as either exempt or non-exempt according to the actual duties performed. Your supervisor will advise you, at the time of employment, whether you are exempt or non-exempt.

Overtime

Consistent with contract requirements and DOL standards, FSCX pays overtime to non-exempt coworkers only for overtime hours worked and approved in advance by the coworker's supervisor, who in turn must have

approval from his boss, and normally from the government COR, and ultimately the FSCX COO. FSCX will pay for overtime hours at a rate not to exceed one and one-half times the regular rate of pay for all hours worked in excess of 40 hours during each weekly period (within a consecutive seven day workweek; e.g., Sunday through Saturday). Overtime calculations will not include hours taken for sick leave, holidays, jury duty, or vacation time (during an overtime week).

Compensation Time

Supervisors and co-workers should plan and coordinate work requirements to avoid compensation time (comp time). Supervisors must gain prior approval from the FSCX President or COO for comp time. The President or COO will authorize comp time for exempt employees only as a last resort to ensure mission accomplishment. If the President or COO authorizes comp time, it may not be carried forward more than one pay period and will not carry over to another fiscal year. Only when exempt employees total recorded hours worked in a pay period exceed eight-hours per day times the number of standard work days in the pay period (excluding holiday, vacation and sick hours) are they eligible for comp time in the following pay period, and only if they received prior approval from the President or COO. Comp time hours must be recorded appropriately and approved in FSCX timecard system using the comp time charge code. Note, some contracts do not permit compensated time or over time. Some contracts do not permit compensated time or overtime; check with your supervisor.

Wage Advances

We do not normally give wage advances.

Wage or Salary Information

We strive to attract, hire, and retain the highest quality and most capable coworkers for our available positions. As such, our objective is to compensate each coworker for their knowledge, experience, and level of education in conjunction with the competitive labor market conditions.

Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another FSCX employee or applicant with other FSCX employees or applicants. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including

an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

BENEFITS

Insurance Coverage

Workers' Compensation

We pay the premium for Workers' Compensation insurance in compliance with state law. The plan provides reimbursement of medical expenses for coworkers injured on their jobs. A coworker may be disqualified from receiving benefits as a result of gross negligence.

State law generally dictates Workers' Compensation benefits. A coworker receiving Workers' Compensation benefits is usually excluded from also filing claims under other FSCX benefits programs.

Medical and Other Benefits

We provide a valuable insurance program for all eligible coworkers. The coverage available includes Medical, Dental and Workers' Compensation insurance. Details of the benefit plans are available in separate booklets/policies.

Flexible Spending Account

We currently sponsor the Premium Only Plan (POP) section of Flexible Spending Account or FSA, as defined by Section 125 of the Internal Revenue Code, for eligible coworkers.

The FSA is a method for you to reduce your tax burden by paying for various qualified medical, dependent care, and coworker-paid disability insurance expenses with pre-tax dollars. This is a valuable benefit that allows you to take tax deductions using pre-tax income and, thus, effectively increase your spendable income. The POP feature allows you to pay for family member health insurance premiums, through company offered health plans, with pre-tax dollars.

401K Plan

We sponsor a 401K plan, which permits you to save money with pre-tax income, while reducing your taxable income. The eligibility requirements, in accordance with applicable laws and regulations, are defined in the provisions of the Summary Plan Description on file at the site or project office. Participants receive periodic notices with the status of their savings.

Holidays – Salaried Employees Only

The nature of our business and contracts generally require us to observe the same holidays observed by our clients, although there may be some

variation from office to office. All full time coworkers typically observe the following 10 holidays, consistent with contract directives and requirements. Select hourly employees holiday hours will be on a pro rata basis and described in their employment offer letter.

New Year's Day	Columbus Day
Martin Luther King Birthday	Labor Day
Presidents Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Authorized holidays occurring during scheduled vacation will not count as vacation days. Generally, if a holiday falls on a weekend, management will determine an alternative holiday.

Vacation Leave – Full Time and Select Hourly Employees

Vacation time is considered an earned benefit. Use your vacation to take a break from your work. We encourage you to use it as a period of rest and relaxation. As a general rule, gain your supervisor's approval at least 30 days before you plan to take vacation.

You must schedule all vacations in advance with your supervisor.

Full Time Employees

You are eligible for 10 working days vacation leave with pay per year.

You may accumulate and carry over no more than five working days (40 hours) of vacation time into the next fiscal year of the company (1 Jan-31 Dec). Any unused vacation in excess of 40 hours on December 31 of each year will not carry over to the next year.

Select Hourly Employees

Select Hourly employees will be eligible for vacation. The affected employees' employment offer letter will specify their eligibility regarding FSCX employment benefits. These employees will earn time-off hours on a pro rata basis in connection with their hours worked during a pay period

Personal/Sick Leave – Full time and Select Hourly Employees Salaried

Personal/Sick leave is used for illness, attending funerals, and other emergencies that require time off. Management reserves the right to require substantiating documentation for sick leave; e.g., signed health care provider document instructing person to remain home/convalesce, hospital admission, health care provider appointment notice, health care provider statement that patient was treated and returned to work, funeral announcement, etc.

Full Time Employees

You are authorized 5 working days (40 hours) of personal/sick leave each year, accrued at the rate of 3.33 hours per month.

Coworkers are not authorized to take sick leave in conjunction with approved paid vacation. The only exception to this policy would be extremely extenuating circumstances requiring unexpected hospitalization. In this situation, management reserves the right to require substantiating documents before approving sick leave.

FSCX will carry forward Personal/Sick leave into the next fiscal year and will continue to accrue up to a maximum of 30 working days (240 hours).

Coworkers forfeit all unused Personal/Sick leave when they depart the company. FSCX will deduct Personal/Sick leave taken before it is accrued from final pay upon termination of employment.

Select Hourly Employees

Select Hourly employees will be eligible for sick time off. The affected employees' employment offer letter will specify their eligibility regarding FSCX employment benefits. These employees will earn time-off hours on a pro rata basis in connection with their hours worked during a pay period

Voting Time Off

We encourage coworkers to exercise their right to vote in all national, state, and local elections. Considering the time the polls are usually open, you should be able to accomplish your civic duty either before or after normal work hours. Should you have a problem, your supervisor can grant you time during work hours to allow you to exercise your voting privileges.

Jury Duty/Witness Duty Leave

We recognize the value of good citizenship in the performance of your public duty.

All coworkers may serve when called for jury duty or as a witness in a court case.

FSCX will pay full-time, exempt coworkers serving on jury duty or as a witness their regular wages for up to 3 workdays in a 12 month period. Other provisions may apply for coworkers working in Alabama, Colorado, Connecticut, Massachusetts, Nebraska, New York, and Tennessee. FSCX expects any pay you receive from the court (up to an amount equal to your base wage) to be remitted to FSCX. You should submit the pay from the Court to your supervisor when you return to work. The Court pay will serve as verification of your time spent on

jury duty.

Military Duty Leave

FSCX will grant temporary military service leave without pay, up to 10 working days (80 hours per year), to salaried coworkers who are required to attend a period of military training or other active duty as a member of a Reserve or National Guard unit. FSCX will grant leave of absence without pay for military duties to hourly workers.

During military leave, company benefits will remain in effect provided you continue to pay the premiums that are your responsibility. Fulfillment of your short-term military obligations does not affect your vacation privileges. However, vacation or personal leave may be used for this purpose, if desired.

You can return to your job at FSCX upon completion of your military leave of absence, in accordance with applicable state and federal laws.

Leave of Absence without Pay

Management will decide whether or not to grant leave of absence without pay depending upon a number of factors. Among the factors considered are the effect your absence will have on clients, projects and overall operations and whether a justifiable reason exists for requesting the leave.

Examples of situations that may be considered appropriate include: medical reasons (including pregnancy), Family Medical Leave Act (FMLA) reasons, and personal reasons (short and long-term). Management will consider each request on a case-by-case basis, taking into consideration the circumstances and your employment record.

While the company cannot guarantee the availability of a job, FSCX will give preference to coworkers returning from a leave of absence with regard to employment opportunities.

TERMINATION OF EMPLOYMENT

Employment At-Will

All coworkers are deemed coworkers at-will, and may be terminated at any time, either with or without cause, at the will of the company.

Reduction in Force

Since most of FSCX work is governed by contracts of specific nature and duration, if and when a contract expires, the job positions associated with the contract also end. Although FSCX policy is to provide coworkers an opportunity to work on another contract, pending contract requirements, FSCX cannot guarantee such employment.

Resignation

Should you decide to resign, please provide written notice to your supervisor in accordance with the terms of your employment offer letter. If not specified in your employment offer letter, please provide at least two weeks advance written notice to your supervisor. The company will note this act of courtesy.

Separation Pay

FSCX will pay separated employees for outstanding travel reimbursements, and unused, but earned vacation time consistent with their employment offer letter. Your offer letter will state the requirements you must meet to be eligible to “cash out” unused vacation upon your departure. If you are eligible to cash out vacation days but fail to provide advanced notice consistent with your offer letter or at least two weeks’ notice, whichever is greater, you will forfeit all unused vacation. FSCX will deduct funds from final checks (to the extent permitted by law) to cover any outstanding travel advances, debts, unreturned or unaccounted FSCX property.

Conversion of Insurance

Conversion of insurance coverage upon termination of employment will be permitted in accordance with the insurance company policy, state or federal law.

SOCIAL MEDIA POLICY

FSCX, Inc. realizes that many employees may participate in social media as a way to share their life experiences and thoughts with family, friends and colleagues. Social Media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or chat room whether or not associated or affiliated with FSCX, Inc., as well as any other form of electronic communication.

An employee’s use of Social Media may involve certain risks and requires an employee to exercise certain responsibilities. Thus, it is important for employees to remember that any conduct that adversely affects the employee’s job performance, the performance of colleagues or others who work on behalf of or for the FSCX, Inc., such as suppliers, vendors, etc., may result in disciplinary action up to and including termination.

To assist employees in making responsible decisions about the use of social media, FSCX, Inc. has established the following guidelines for the appropriate use of Social Media.

Personal Use (Not Related to FSCX, Inc. Business)

Employees may not participate in Social Media while on work time, except as explicitly permitted below in the section entitled “FSCX, Inc. Business-Related Use.” Any personal use of FSCX, Inc. computer or communications equipment such as workstations, phones, laptops, or network infrastructure, to participate in Social Media must be minimal, occasional, limited to non-work times, may not be at the expense of an employee’s job performance or interfere in any way with the business needs and operations of FSCX, Inc., and may not impose costs on FSCX, Inc..

An employee should not use her/his FSCX, Inc. email address to register on any Social Media website for personal use. Any Social Media postings by an employee shall be consistent with FSCX, Inc.’s policies including, but not limited to, FSCX, Inc.’s anti-harassment and non-discrimination policies as well as FSCX, Inc.’s policies regarding the non-disclosure of information FSCX, Inc. is required to keep confidential pursuant to state and federal laws. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination.

If FSCX, Inc. is a subject of Social Media content an employee is creating, the employee must be clear and open about the fact that s/he is an employee and her/his views do not represent those of the FSCX, Inc. (for example: “The views and comments stated herein are personal and do not necessarily reflect the views of my employer.”). FSCX, Inc. reminds employees that work-related complaints are more likely to be resolved if the employee speaks directly with his/her co-workers or follows the procedures set forth in FSCX, Inc.’s Complaint Policy. However, if an employee decides to use Social Media to post complaints or criticisms, FSCX, Inc. asks that the employee avoid using statements, photographs, video or audio that could be reasonably viewed as malicious, obscene, threatening, intimidating, disparaging to FSCX, Inc. employees and clients or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or FSCX, Inc. policy.

An employee should be honest and accurate when posting information or news and if a mistake is made, the employee should quickly correct it. An employee should never post any information or rumors that s/he knows to be false about FSCX, Inc., FSCX, Inc. clients or people working on behalf of FSCX, Inc.

FSCX, Inc. Business-Related Use

An employee is not permitted to visit Social Media websites during work hours, unless specifically authorized to do so for business-related purposes, either: (1) by virtue of employee's job responsibilities; or (2) with express authorization as specified below. Those employees who do have authorization and post messages on FSCX, INC. websites or social media accounts should understand that they are posting on behalf of FSCX, INC. and must adhere to FSCX, INC.'s professional standards, values, policies and applicable laws at all times.

1. Employees who have job responsibilities that include posting information to FSCX, Inc.- maintained websites and/or social media accounts understand and agree that the content and followers of the blog or other website belong exclusively to FSCX, Inc. and that upon request the employee must provide FSCX, Inc. with any information necessary to log in to a FSCX, Inc.-maintained website or social media account. Further, employees must be mindful of the issue of copyright infringement when posting materials that may be owned by others.

2. Individuals who do not have job responsibilities that include the posting of information to FSCX, Inc.-maintained websites and/or Social Media accounts in the name of the FSCX, Inc. or in a manner that could reasonably be attributed to FSCX, Inc. must obtain express written authorization from the CEO, a Vice-President, or a Department Head.

All employees authorized to post on FSCX, Inc. social media accounts should identify themselves and their affiliation with FSCX, Inc. Any content posted should be current and accurate. If you do make an error, take responsibility for it and correct it quickly. Do not post any information that is obscene, defamatory, libelous, threatening, harassing, or intimidating to another person or entity. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or FSCX, Inc. policy. Individuals may be held personally liable for such remarks.

When posting for authorized business-related purposes, employees should refer to the FSCX, Inc.'s political activity policy to ensure compliance with laws governing such activities. Employees are also prohibited from using or disclosing any personal identifiable information about any individual who has received services from FSCX, Inc. If a comment contains information that identifies an individual who has received services from FSCX, Inc. and is sent by anyone other than that individual, the posting author should edit the identifying information out of the post

promptly.

Employment References

Requests for employment recommendations on Social Media websites from former employees of FSCX, Inc. should be treated like any other employment reference and are subject to FSCX, Inc.'s reference policy. An example of this would be a former employee asking a current employee to provide a reference on LinkedIn. Any postings to that website automatically include an individual's business affiliations. Therefore, employment references (whether online or not) should not be provided by FSCX, Inc. personnel, other than through the Human Resources Department. Additionally, the former employee must first submit a reference release to Human Resources.

Employment Representations

Following the end of your employment relationship with FSCX, Inc., you shall take prompt affirmative steps to ensure that no Social Media website represents you to be a current employee of FSCX, Inc.

General Implementation of Policy

This Social Media Policy is not to be applied or interpreted in a manner that interferes with any rights employees may have under the National Labor Relations Act.

Employees who violate this policy are subject to discipline, up to and including dismissal or legal action. FSCX, Inc. prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

INTERNET USAGE POLICY

This Internet Usage Policy applies to all employees of FSCX, Inc. who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of FSCX, Inc. is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through FSCX, Inc. is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are

required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, email and internet usage

- Company employees are expected to use the Internet responsibly and productively.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted and/or received by FSCX, Inc.'s computer systems is considered to belong to FSCX, Inc. and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- The equipment, services and technology used to access the Internet are the property of FSCX, Inc. and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by FSCX, Inc. if they are deemed to be harmful and/or not productive to business

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via FSCX, Inc.'s email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files

that are copyrighted or without authorization

- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of FSCX, Inc.'s network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by FSCX, Inc.

AMERICANS WITH DISABILITIES ACT POLICY

Purpose

This policy provides guidelines and procedures for employees and candidates for employment who are requesting an accommodation due to a qualifying disability as defined by the Americans with Disabilities Act "ADA" as amended, "ADA AA" and the Rehabilitation Act of 1973, as amended "Rehabilitation Act".

Scope

This policy applies to all FSCX, Inc. employees and all candidates for employment.

Definitions

- **Direct Threat to Safety** - A significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation.
- **Disability** - A person is "disabled" under this policy if that person has a physical or mental impairment that substantially limits him or her in one or more major life activities.
- **Essential Job Functions** - The basic job duties that an employee must be able to perform in his or her assigned job, with or without reasonable accommodation. Factors to consider in determining if a function is essential include:
 - (a) whether the reason the position exists is to perform that function,
 - (b) the number of other employees available to perform the function or among whom the performance of the function can be distributed,
 - (c) the degree of expertise or skill required to perform the function,
 - (d) the time spent performing a function, and
 - (e) the consequences of not requiring that an employee perform a function.
- **Qualified Individual with a Disability** - An employee or candidate with a disability who has the necessary skill, education, experience and other job-related requirements to perform the essential functions of a position with or without a Reasonable Accommodation.
- **Reasonable Accommodation** - Reasonable Accommodation is any modification or adjustment to a job, job schedule or the work environment that will enable a qualified candidate or employee with a disability to participate in the application process or to perform essential job functions, or enjoy other benefits of employment without imposing an undue hardship on the Company or imposing a direct threat of safety to the individual or others in the workplace. Examples of Reasonable Accommodation may include:
 - making existing facilities used by employees readily accessible to and usable by an individual with a disability; restructuring a job;
 - modifying work schedules;
 - acquiring or modifying equipment;

- providing qualified readers or interpreters; or appropriately modifying examinations, training, or other programs.

Reasonable accommodation also may include reassigning a current employee to a vacant position for which the individual is qualified; if the person is unable to do the original job because of a disability even with an accommodation and no other accommodations exist. However, there is no obligation to find or create a position as an accommodation. The Company is not required to lower quality or quantity standards as an accommodation; nor is it obligated to provide personal use items such as glasses or hearing aids. The Company is not required to reallocate essential functions of a job as a reasonable accommodation.

- Undue Hardship - The point at which an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business.

Process

Reasonable Accommodation

FSCX, Inc. will make reasonable accommodations whenever necessary for all qualified employees or candidates for employment with disabilities (as defined by applicable law), provided that (1) the individual is otherwise qualified to safely perform the essential functions of the job and (2) such accommodations do not impose undue hardship on FSCX, Inc. . Where a job or work assignment is subject to health or medical standards required for assignments or deployments in support of the military, this Policy does not require employment of an employee or candidate who cannot satisfy those standards.

Requesting an Accommodation

If an employee has a disability that requires an accommodation in order to perform the essential functions of his or her job, or otherwise enjoy the benefits and privileges of employment, he or she must initiate a request for accommodation by contacting his or her direct supervisor/manager or Human Resources Manager and identify an adjustment or change at work that is needed because of a disability.

Candidates for Employment

If a candidate for employment has a disability that requires an accommodation in order to apply for a job, he or she must initiate the request for accommodation by contacting a representative by email (resume@fscxcorp.com) or by phone (580-442-4312) and identifying an

adjustment or change in the application process or system that is needed because of a disability.

Participating in the Interactive Process

- A. An employee seeking an accommodation under this policy will engage in an interactive dialog "the interactive process" with his or her supervisor, manager and/or Human Resource Manager to identify an accommodation that will allow the employee to perform the essential functions of the job effectively or engage in other benefits and privileges of employment that are enjoyed by similarly situated employees without disabilities.
- B. If the Company is able to accommodate the request as a result of the interactive process, without the need for supporting medical documentation or other information, the employee does not need to proceed with any further steps outlined in this process.
- C. The employee must cooperate with Human Resources in submitting necessary medical documentation and/or providing a release of medical information that permits communication with the employee's health care provider(s). The employee must return all forms and responsive information within 15 days of the request. Processing the request for accommodation may not proceed until all required forms have been completed and returned to Human Resources.
- D. Human Resources will review the completed Request for Accommodation Forms received from the employee and/or the employee's health care provider. If the information provided is incomplete or requires further clarification, Human Resources may request additional information from the employee or his/her health care provider.

Determination

If, based on medical and other information provided by the employee and/or his or her health care provider, the employee is determined to be a qualified individual with a disability, Human Resources will notify the employee, supervisor or manager, and Human Resources Manager. The Human Resources Manager will work with the employee and the department supervisor or manager to identify and discuss reasonable accommodations that will enable the employee to perform the essential functions of the job or to participate in the same benefits and privileges of employment enjoyed by similarly situated employees without disabilities.

In instances where there is no reasonable accommodation that enables the

employee to perform the essential functions of the job, including unpaid leave and assignment to a vacant position, the employee may be terminated.

Modifications Not Necessarily Determinative of Disability Status

When appropriate, temporary modifications may be made pending review of medical information or modifications may be made without relying on whether the employee has a disability as defined by law. These actions should not be construed as a finding by FSCX, Inc. that it has made a determination that an employee is a qualified individual with a disability under the ADA or Rehabilitation Act.

Confidentiality

Information obtained in the course of this process will be kept confidential and will be disclosed only on a restricted, need-to-know basis and as otherwise permitted or required by law.

Protection from Discrimination and Retaliation

Pursuant to the FSCX, Inc.'s "Equal Employment Opportunity Policy", FSCX, Inc. prohibits discrimination or retaliation against an individual who has a disability and/or who requests a reasonable accommodation.

Responsibilities

Employees/Candidates

Employees and/or candidates with a disability that interferes with their ability to apply for a job, perform their essential job functions or otherwise enjoy the benefits and privileges of employment that are available to other similarly situated employees without disabilities, and who desire an accommodation, must follow the process set forth above. The employee or candidate who requests an accommodation has the responsibility to submit all required documentation on a timely basis and to remain engaged in the interactive process with the Company while a determination is being made. It is the employee's responsibility to work with his or her supervisor/manager, Human Resources Manager and qualified health care professional to review and complete all forms required. Any failure by the employee to supply FSCX, Inc. with all relevant and requested medical information or to otherwise meaningfully cooperate in the interactive process may result in FSCX, Inc.'s denial of the accommodation or delay in the process.

Managers

Management is responsible for ensuring that all employees under their supervision are fully aware of the FSCX, Inc.'s Reasonable Accommodation Policy and Equal Employment Opportunity and Non-Discrimination Policy. When an employee requests an accommodation, supervisors and managers must participate in the interactive process with

the employee to determine if a reasonable accommodation can be made. If Human Resources determines that an employee's medical condition is a qualifying disability under the ADA, managers must continue to work with the employee to identify existing reasonable accommodations that will enable the employee to perform the essential functions of his or her job.

Human Resources

Human Resources is responsible for determining whether an individual is entitled to an accommodation under the terms of this policy, assisting in the interactive process to identify reasonable accommodations as necessary, and informing employees of their rights and obligations pursuant to this policy. They are responsible for ensuring appropriate confidentiality of employees' and candidates' medical information, consistent with state and federal law.