



BeVera Solutions, LLC

Employee Handbook

Updated: 09/29/2020

HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with BeVera Solutions, LLC (“BeVera”). Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of Information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. BeVera adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Company representative other than the CEO and/or Human Resources Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the CEO and/or Human Resources Director.

This handbook supersedes all prior handbooks.

Table of Contents

Section 1 - Governing Principles of Employment	5
1-1. Introduction	5
1-2. Equal Employment Opportunity	6
1-3. Non-Harassment	7
1-4. Sexual Harassment	8
1-5. Drug-Free and Alcohol-Free Workplace	8
1-6. Workplace Violence	10
1-7. Federal Contractors: Pay Transparency	11
Section 2 - Operational Policies	12
2-1. Employee Classifications	12
2-2. Trial Period	13
2-3. Your Employment Records	13
2-4. Working Hours and Schedule	14
2-5. Timekeeping Procedures	14
2-6. Overtime	16
2-7. Travel Time for Non-Exempt Employees	16
2-8. Safe Harbor Policy for Exempt Employees	17
2-9. Your Paycheck	19
2-10. Direct Deposit	19
2-11. Salary Advances	19
2-12. Performance Review	20
2-13. Job Postings	20
Section 3 - Benefits	21
3-1. Benefits Overview/Disclaimer	21
3-2. Paid Holidays	22
3-3. Paid Time Off	23
3-4. Lactation Breaks	25
3-5. Workers' Compensation	26
3-6. Jury Duty	26
3-7. Voting Leave	27
3-8. Health Insurance Programs	27
3-9. Long-Term Disability Benefits	28

3-10. Short Term Disability	28
3-11. Employee Assistance Program	28
3-12. Employee Referral Awards	28
3-13. IRA Retirement Savings Plan	29
Section 4 - Leaves of Absence	30
4-1. Personal Leave	30
4-2. Military Leave	30
4-3. Leave without Pay (LWOP)	31
Section 5 - General Standards of Conduct	32
5-1. Workplace Conduct	32
5-2. Punctuality and Attendance	33
5-3. Use of Communications and Computer Systems	34
5-4. Use of Social Media	35
5-5. Personal and Company-Provided Portable Communication Devices	36
5-6. Camera Phones/Recording Devices	37
5-7. Inspections	37
5-8. Smoking	38
5-9. Personal Visits and Telephone Calls	38
5-10. Solicitation and Distribution	38
5-11. Confidential Company Information	39
5-12. Conflict of Interest and Business Ethics	39
5-13. Use of Facilities, Equipment and Property, Including Intellectual Property	40
5-14. Health and Safety	41
5-15. Hiring Relatives/Employee Relationships	41
5-16. Employee Dress and Personal Appearance	42
5-17. Publicity/Statements to the Media	42
5-18. Operation of Vehicles	42
5-19. Business Expense Reimbursement	43
5-20. References	44
5-21. If You Must Leave Us	44
5-22. Exit Interviews	45

5-23. A Few Closing Words	45
General Handbook Acknowledgment	46
Receipt of Sexual Harassment Policy	47
Receipt of Non-Harassment Policy	48

Section 1 - Governing Principles of Employment

1-1. Introduction

Welcome!

For employees who are commencing employment with BeVera, on behalf of the BeVera family, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

I want to take this time to extend my personal best wishes for your success and happiness here at BeVera. It is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come. Our success relies on your dedication to our customers' success. Therefore, we strive to provide you the benefits that will encourage you to take great care of our customers.

This handbook describes the programs, policies and benefits we've established to give our employees a safe and rewarding place of employment.

Please read them carefully as they will answer most of the questions you might have about our total rewards package.

I'm grateful to have you onboard and I hope your experience here will be one of the most rewarding chapters of your career.

So, again, welcome to BeVera.

Sincerely,

A handwritten signature in black ink, appearing to read 'VL' or 'Vincent Lott', written in a cursive style.

Vincent

Vincent Lott, CEO

1-2. Equal Employment Opportunity

BeVera Solutions, LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Accommodations for Individuals with Disabilities: The Company will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the Company's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.

Any applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact his or her Supervisor and/or Human Resources Director to request such an accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. The Company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The employee will be notified of the Company's decision regarding the request within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If employees wish to request such an accommodation, they should contact the Manager and/or the Employee's Supervisor and/or Human Resources Director.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of BeVera's Human Resources Director. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact BeVera's Human Resources Director and/or the CEO. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-3. Non-Harassment

It is BeVera's policy to prohibit intentional and unintentional harassment of any individual by another person. This includes harassment on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to their Supervisor or Manager. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact BeVera's Human Resources Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy and/or the CEO.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-4. Sexual Harassment

It is BeVera's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels he or she has been subjected to conduct which violates this policy, they should immediately report the matter to their Supervisor or Manager. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact BeVera's Human Resources Director and/or CEO. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, BeVera has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including discharge. The BeVera maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.

Employees must notify BeVera's Human Resources Director within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, BeVera the Company will advise the contracting agency of such conviction.

Employees who are required to operate motor vehicles in carrying out the performance of their job assignments must notify the Company within five calendar days of being convicted of a DUI. Within ten (10) days of such notification or other actual notice, the BeVera will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at BeVera.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

At the discretion of BeVera, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Company's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the Company has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the Company's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.

1-6. Workplace Violence

BeVera is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

BeVera does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, BeVera specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, BeVera does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor;

attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto customer or company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede BeVera's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

1-7. Federal Contractors: Pay Transparency

BeVera 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 employee or applicant. 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: 1) in response to a formal complaint or charge; 2) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or 3) consistent with the contractor's legal duty to furnish information.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all BeVera employees fall within one of the classifications below.

Regular Full-Time Employees - Employees who are regularly scheduled to work 40 hours per week or 80 hours per pay period who were not hired on a short-term basis. Employees are eligible for BeVera's benefits package, subject to terms, conditions, and limitations of each benefit program.

Part-Time Employees - Employees who are regularly scheduled to work less than 30 hours per week and were not hired on a short-term basis. Employees receive all legally mandated benefits, e.g., Social Security and workers' compensation insurance; however, employees are ineligible for BeVera's benefit programs except for eligibility to participate in the Simple IRA plan or 401(k) plan (whichever is offered at the time).

Temporary Employees - Employees who are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. Employees receive all legally mandated benefits, e.g., Social Security and workers' compensation insurance; however, employees are ineligible for all of BeVera's benefit programs except for eligibility to participate in the Simple IRA plan or 401(k) plan (whichever is offered at the time).

Seasonal Students Employees - Employees who have established an employment relationship with BeVera but who are assigned to work on an intermittent basis while they are on breaks from school. They can work up to 40-hour weeks depending on the needs of the customers they are supporting. Assignments can be short e.g., over winter breaks or longer periods over the summer. Seasonal students are encouraged to remain as employees and work at BeVera during their time off from school.

Employees receive all legally mandated benefits, e.g., Social Security and workers' compensation insurance; however, employees are ineligible for all of BeVera's other benefit programs except for eligibility to participate in the 401(k) plan.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2. Trial Period

The first three months of an employees' employment is an introductory period. This is an opportunity for BeVera to evaluate the employee's performance. It also is an opportunity for the employee to decide whether he or she is happy being employed by the BeVera. The Company may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

BeVera may conduct a formal performance review at the end of the introductory period.

2-3. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Human Resources Director of any changes. Employees also should inform the Human Resources Director of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Working Hours and Schedule

BeVera is normally open for business from 8:00 am to 5:00 pm, Monday through Friday. Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point BeVera may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2-5. Timekeeping Procedures

Federal and State laws require BeVera to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time physically spent on the job, performing assigned duties. Accurate and timely recording of time worked is the responsibility of each employee. Do not permit anyone access to your electronic time record. Do not share your password with anyone. Do not leave passwords in plain view (e.g., taped to your PC, etc.).

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Your timecard allows you to record "Indirect" time in advance (e.g., holiday, vacation, etc.). You may not record "Direct" time (time charged to your project/contract/task order) in advance.

If an employee is on extended leave, travel or having difficulty accessing their time card they should contact their supervisor to verbally inform Payroll of their hours that should be in their timecard. Upon return, the employee must enter the hours on their timecard and certify its correctness by electronically signing the timecard.

Falsifying your timecard may result in disciplinary action, up to and including employment termination. Altering, falsifying, tampering, or recording time on another employee's timecard may also result in disciplinary action, up to and including employment termination.

TIMECARD PROCEDURES:

To gain access to the BeVera electronic Time and Attendance System open your web browser and logon to the ESP21 Employee Portal at:

<https://bevera-esp21.com> .

Log on with the user ID and Password given to you by Human Resources personnel during in-processing. First time Users select the "Time" Tab, and then select the icon next to your name. Review the information and make necessary corrections to the file. Strongly suggest you change the temporary User ID and Password given to you. We suggest at least six characters using a combination of letters, numbers and characters. Select "Update" located at the bottom of the file. Select the "Time" Tab to access the timecard.

Employees will record their time on a daily basis the last hour of each workday. Time is to be recorded to the nearest one quarter of the hour.

If an employee works on more than one contract, or multiple direct charge numbers on a contract, they are to record the time worked on each applicable charge number.

At the end of a Pay Period, employees are to complete their timecard and sign it at the end of their workday using the prompt "Sign this Timecard", This will permit review by the supervisor who will "Approve" the timecard for Payroll and Contract Accounting processing.

Your cooperation in following these procedures will allow BeVera Accounting personnel ample time to prepare the payroll and accurately account for labor expenses.

CORRECTIONS: All changes on a timecard require an explanation. Changes will prompt a drop-down menu "Add a Comment for Straight Time Change". Enter a short explanation for the change. Click on the "Submit" button to record the change comment. Note: if you have to go back to the previous week or pay period to make a correction, first contact your supervisor and they will contact the timecard administrator to reopen the timecard. Once corrected, both you and the supervisor are required to re- sign the timesheet electronically.

OVERTIME REQUESTS: Overtime requests must be filled-in and approved by your supervisor prior to working overtime (you will not be able to enter this time on your timecard if it has not been approved). Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible

termination of employment. If you try to save/sign your timecard on a day that already had overtime saved to that day nothing will happen. You need to go to a day without overtime and save/sign it there.

LEAVE REQUESTS/JURY DUTY/RESERVE DUTY: Leave requests for Personal Time Off, Leave Without Pay, Jury Duty, and Reserve Duty must be filled in and approved by your supervisor prior to taking leave (you will not be able to enter this time on your timecard if it has not been approved). Employees on approved leave are authorized to enter leave hours in advance. Upon return, the employee must review the entries and certify its correctness by electronically signing the timecard.

For assistance with time card entries or corrections please contact your supervisor or BeVera's Human Resources Director.

2-6. Overtime

Like most successful companies, BeVera experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

2-7. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1 ½) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-8. Safe Harbor Policy for Exempt Employees

It is BeVera's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for BeVera. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- Full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- The first or last week of employment in the event the employee works less than a full week; and
- Any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to an IRA or 401(k) plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- An absence because the Company has decided to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- Any other deductions prohibited by state or federal law

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Human Resources Director.

2-9. Your Paycheck

Employees will be paid bi-weekly, (every two weeks) for all the time worked during the past pay period. Payroll stubs will display itemize deductions made from gross earnings. By law, BeVera is required to make deductions for Social Security, Federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of their Supervisor and/or the Human Resources Director so the Company can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

2-10. Direct Deposit

BeVera strongly encourages employees to use direct deposit. Authorization forms and setup instructions are available on BeVera's Payroll Processing Portal (Paycom). Employees will receive an email invitation to setup their Direct Deposit on Paycom.

2-11. Salary Advances

BeVera does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-12. Performance Review

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, encourage and recognize strengths, identify and correct weaknesses, and discuss positive, purposeful approaches for meeting goals. Performance Reviews will be based on such factors as quality and quantity of work, knowledge of job, initiative, attendance, personal conduct record and attitude toward the job and the other employees. The review presents an opportunity to discuss performance as well as to determine the areas for improvement or development.

The performance of all employees will be evaluated twice a year, beginning at the calendar-year end. Employees that work on contract tasks may receive performance evaluations based on the fiscal year or contract anniversary.

Merit-based pay adjustments are awarded by BeVera in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

2-13. Job Postings

BeVera is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet the following requirements:

- be a current, regular, full-time or part-time employee; have been in current position for at least six (6) months; maintain a performance rating of satisfactory or above;
- not be on conduct/performance-related probation or warning;
- meet the job qualifications listed on the job posting; and
- provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Company reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

Section 3 - Benefits

3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is BeVera's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs BeVera provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Human Resources Director and/or Benefits Administrator. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, BeVera (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to

interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Human Resources Director and/or Benefits Administrator.

3-2. Paid Holidays

BeVera will grant 8 hours holiday time off to all eligible Full Time Employees on the holidays listed below. Part Time Employees will be granted 6 hours holiday time off, prorated at 75% of the full-time rate. Note: if an individual is not scheduled to work on a day, which also happens to be a holiday, holiday prorated pay will not apply.

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day
Christmas Day
Veterans' Day

BeVera will grant paid holiday time off to all eligible (Full Time) employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday).

To be eligible for holiday pay, employees must be in a pay status or using Paid Time Off (PTO) the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Exceptions to this policy will be made when the Friday is also a flex day.

If a recognized holiday falls during an eligible employee's paid absence

(such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Eligible employees may defer a holiday if their schedules do not allow for the day to be taken off. This is for employees whose schedule does not allow for the day to be taken off. It must be used in the same calendar year and must be scheduled with the prior approval of the employee's supervisor and noted on the employee's timecard. Once approved, the employee will notify Payroll when to schedule the deferred holiday and the Holiday charge code will be made available on the employee's future timecard.

PTO for holidays will not be counted as hours worked for the purposes of determining overtime.

3-3. Paid Time Off

BeVera appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. BeVera fully encourages employees to get this rest by taking paid time off. Paid Time Off (PTO) is an all-purpose time-off policy to be used for vacation, illness, injury, bereavement and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy. Employees in the following employment classifications are eligible to request PTO as described:

Regular full-time employees

Employees in an eligible employment classification begin to earn PTO immediately. Employees can request use of PTO after it is earned. The hours accrued per pay period is based on 80 hours of paid time for a full-time employee and 60 hours for a special part time employee. If an employee is in a non – pay status during the pay period, the PTO accrual will be reduced accordingly. PTO accrual increases with the length of employment as shown in the following schedule:

Employment Status	0-3 years		3-5 years		6+ years	
	Hours per Pay Period	Hours per year	Hours per Pay Period	Hours per year	Hours per Pay Period	Hours per year
Full Time Regular	4.615	120	6.154	160	7.692	200

The length of eligible service is calculated based on a "benefit year". This 12-month period begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leaves of absence have no effect on this calculation.

PTO may be used in minimum increments of one-half hour. To schedule planned PTO, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of an unexpected absence.

In most leave absence cases, employees must use all available PTO prior to applying for Leave Without Pay (LWOP). An employee on approved medical-related leave may request to use their available PTO on an incremental basis specifically for the purpose of paying their share of employer-provided benefits, for up to ninety (90) days. These requests may be granted on a case by case basis with Human Resources recommendation and approval. PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, shift differential or (health and welfare) Payments.

As an additional condition of eligibility for PTO, an employee on an extended absence for illness or injury must apply for any other available compensation and benefits, such as short-term disability or workers' compensation. PTO will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or BeVera-provided disability insurance programs. The combination of any such disability payments and PTO cannot exceed the employee's normal weekly earnings.

In the event that available PTO is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused PTO reaches a cap of 200 hours, further accrual will stop. When the employee uses PTO and brings the available amount below the cap, accrual will begin again.

Employees may sell PTO in a 40-hour increment at any time during the year. To request a PTO Buyback, open your web browser and logon to the Employee Portal, <https://bevera-esp21.com>. Under the Leave menu select PTO Buyback and submit the request. If the employee has less than 160 hours of accrued leave then they will not be allowed to submit the request unless "Request override of 160 hour accrued leave requirement" checkbox is checked. A comment is not required but recommended.

After the PTO Buyback has been submitted the employee's supervisor, business unit director and CEO will receive a notification of the request. The supervisor/business unit director will recommend approval/disapproval of the PTO Buyback request. The CEO will need to approve the final request before the PTO Buyback can be processed in the next payroll cycle.

Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work.

3-4. Lactation Breaks

BeVera will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult the Human Resources Director and/or Benefits Administrator with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-5. Workers' Compensation

BeVera provides a comprehensive workers' compensation insurance program at no cost to employees from the day they begin work. BeVera pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and Human Resources immediately. Employees are not authorized to go to a physician without first advising their supervisor or manager. If notification is not possible and the employee requires immediate medical treatment, the supervisor must be notified at the very first possible opportunity. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by Human Resources. The Human Resources department is responsible for submitting the required paperwork to the appropriate state offices.

Employees will not be eligible for regular compensation, holiday pay or accrual of PTO when receiving Workers' Compensation. Group benefit coverage already in place will be continued by BeVera for up to 90 days in a calendar year, as long as the employee continues to pay their share of the premiums. If an employee does not make payment or at the end of the 90 days, coverage will cease at the end of that month. Employee will be provided with COBRA paperwork for continuation of the group plan in which the employee is responsible for all costs.

Neither BeVera nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by BeVera.

3-6. Jury Duty

BeVera encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request up to two weeks of paid jury duty leave over any calendar two-year period. BeVera

will not discriminate against, discharge, or refuse to permit an employee for taking time off to fulfill jury duty and/or to serve on an inquest jury or trial jury.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular Full-Time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request LWOP.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may arrange to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either BeVera or the employee may request an excuse from jury duty if, in BeVera's judgment, the employee's absence would create serious operational difficulties.

3-7. Voting Leave

BeVera encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees should find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, BeVera will grant up to 2 hours of paid time off to vote. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

3-8. Health Insurance Programs

BeVera's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the

health insurance plan:

Regular Full-Time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between BeVera and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact BeVera's Human Resources Director and/or Benefits Administrator with any further questions.

3-9. Long-Term Disability Benefits

At this time, BeVera does not provide Long-Term Disability benefits.

3-10. Short Term Disability

At this time, BeVera does not provide Short-Term Disability benefits.

3-11. Employee Assistance Program

At this time, BeVera does not provide an Employee Assistance Program.

3-12. Employee Referral Awards

BeVera encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If

the referral is hired and completes 3 months of service and the employee is still the employee of the Company, the employee is eligible to receive a monetary award. The reward currently ranges from \$200-\$750 depending on the position being recruited. The award is gross amount for both regular part-time hires and regular full-time hires.

3-13. IRA Savings Plan

BeVera has established an IRA plan to provide employees the potential for future financial security for retirement. All employees over the age of 18 can participate in the IRA retirement savings plan.

You may join the plan during your initial onboarding with the company or quarterly. You may make changes to the plan quarterly in January, April, July, and October. The HR Department will send out information the month prior to the beginning of the quarter to provide the information you need to make any changes. Eligible employees may participate in the IRA plan subject to all terms and conditions of the plan.

The IRA retirement savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. BeVera also contributes an additional matching amount to each employee's IRA contribution of up to 3%.

Because your contribution to an IRA plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to IRA distributions during retirement.

Complete details of the IRA savings plan are described on the IRA portal which is available to all employees that have elected to participate in the plan. Details can also be obtained from the Human Resources Director.

Section 4 - Leaves of Absence

4-1. Personal Leave

If employees are ineligible for any other Company leave of absence, BeVera under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. BeVera will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed

applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that BeVera Solutions, LLC can maintain proper coverage while employees are away.

4-3. Leave without Pay (LWOP)

BeVera provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classifications are eligible to request LWOP as described in this policy:

Regular Full-Time employees
Part-Time employees

As soon as eligible employees become aware of the need for LWOP, they should request LWOP from their supervisor.

LWOP may be granted for a period of up to 30 calendar days every year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. With the supervisor's approval, an employee may take any available PTO as part of the approved period of LWOP.

Requests for LWOP will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by BeVera until the end of the month in which approved LWOP begins.

Benefit accruals such as Personal Time Off and Holiday pay benefits will be discontinued during the approved LWOP period.

When LWOP ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, BeVera cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved LWOP period, BeVera will assume the employee has resigned.

Employees who have been in LWOP status for a period of sixty (60) (excluding FMLA or other protected time) will be administratively terminated.

Requests for exceptions to this policy must be submitted in writing by the employee's supervisor and approved by the CEO.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

BeVera endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing BeVera Solutions, LLC property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of BeVera Solutions, LLC's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of BeVera Solutions, LLC's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.

15. Violation of BeVera Solutions, LLC's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and BeVera reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, BeVera will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at BeVera. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Company

5-3. Use of Communications and Computer Systems

BeVera's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the BeVera Solutions, LLC systems.

BeVera may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

Further, BeVera may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4. Use of Social Media

BeVera respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Company policies apply equally to employee social media usage.

BeVera encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5. Personal and Company-Provided Portable Communication Devices

BeVera provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-6. Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on company property or while performing work for the Company.

The use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

5-7. Inspections

BeVera reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons,

personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection. This right will only be exercised if there is reasonable suspicion of the violation of a company policy whereby an inspection is required to validate or invalidate the suspicion.

5-8. Smoking

Smoking, including the use of e-cigarettes, is prohibited on Company premises, except in designated smoking areas. Smoking is strictly prohibited on Customer premises and inside all Company vehicles.

5-9. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in BeVera facilities other than the reception areas.

5-10. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for BeVera. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

5-11. Confidential Company Information

During the course of work, employees may become aware of confidential information about BeVera business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to BeVera competitors.

Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

12. Conflict of Interest and Business Ethics

It is BeVera's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the Company;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or

4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Company.

5-13. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-14. Health and Safety

The health and safety of employees and others on Company property are of critical concern to BeVera. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-15. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, BeVera may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or

conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-16. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

5-17. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to CEO. Only CEO is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by CEO, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from CEO.

5-18. Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and

parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-19. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to AR/AP Manager along with the receipts in a timely manner.

Exempt Employees. Labor hours incurred by an exempt employee, on

approved travel, will include the time traveling to or from a work location. Only travel time that alone or in combination with actual time worked is equal to the maximum number of hours in the employee's assigned shift on a regular workday may be treated as time worked. Travel time in excess of the hours scheduled for the employees regular assigned shift or occurring on a day of rest or Government holiday, is not a reimbursable expense.

Non-Exempt Employees. Labor hours incurred by a non-exempt employee, on approved travel, traveling to or from a work location shall be reimbursed in accordance with applicable state laws

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-20. References

BeVera will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

5-21. If You Must Leave Us

Should the employees decide to leave the Company, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-22. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

23. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about BeVera Solutions, LLC. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, BeVera, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Company or its personnel policies and practices.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with BeVera Solutions, LLC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of BeVera Solutions, LLC's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of BeVera Solutions, LLC other than the CEO and/or Human Resources Director may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is BeVera Solutions, LLC's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employees feel they have been subjected to conduct which violates this policy, they should immediately report the matter to the Manager. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Human Resources Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employees feel they have been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand BeVera Solutions, LLC's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is BeVera Solutions, LLC's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If the employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Manager. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand BeVera Solutions, LLC's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.