



MN Employee Handbook

Created January 2021; Revised 1/30/24

Introduction	3
Employment Practices and Standards	3
Equal Employment and Prohibition on Harassment	3
Employment Relationship	5
Personnel Files	5
Compensation	6
Payment of Wages	6
Work Week	7
Breaks	7
Time Away From Work	7
Holidays	7
PTO	8
Earned Safe and Sick Time (ESST)	9
Family and Medical Leave (FMLA)	10
Other Leaves of Absence	12
Pregnancy Accommodations	13
Workplace Conduct	13
Attendance	13
Sleeping at Worksite	16
Dress Code	16
Drugs and Alcohol Use Policy	17
Tobacco-free Workplace	23
Business Ethics and Conduct	24
Cell Phone Use Policy	25
Driver Safety Policy	26
Use of Communication and Computer Systems	28
Discipline	28
At Will Employment	30
Resignation	30
Health and Safety	30
Acknowledgement	32

INTRODUCTION

This document sets forth policies that are specifically applicable to EIDS (Educate, Improve, Disinfect and Sanitize) CLEANING SERVICES Company employees. EIDS retains the right to change, modify, revoke or add to this Handbook without notice. Updated information will be provided to employees as changes are made. Employees should address any questions about the contents of this Handbook with the EIDS Leadership team.

This Handbook presents general information and does not constitute an employment contract. All employees are at-will employees, as further described on page 30 of this Handbook.

EMPLOYEE PRACTICES AND STANDARDS

Equal Employment and Prohibition on Harassment

EIDS is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex (including pregnancy, gender identity, and sexual orientation), marital status, familial status, veteran status, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state or local laws. The 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.

EIDS will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of the business. If employees need assistance to perform their job duties because of a physical or mental disability, they should inform their immediate supervisor or Human Resources.

EIDS will endeavor to accommodate the sincere religious beliefs of its employees unless doing so would cause more than a minimal burden on EIDS operations. If employees wish to request such an accommodation, they should speak to their immediate supervisor or Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. EIDS 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 their immediate supervisor. To ensure the 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 are expected to cooperate with all investigations.

Non-Harassment and Sexual Harassment Prevention:

It is EIDS policy to prohibit 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, sex (including pregnancy, gender identity, and sexual orientation), or age. The purpose of this policy is not to regulate employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

It is EIDS policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. 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.

Although harassment based on any of the above classifications will not be tolerated, EIDS recognizes that sexual harassment is a unique form of harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Concerns:

If the employee feels that they have been subjected to conduct which violates this policy, they should immediately report the matter to their direct supervisor, or, if uncomfortable doing so, to Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee may also contact any higher-level manager in their reporting hierarchy or to Human Resources. 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.

Every report of perceived harassment will be 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, EIDS 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 they have been subjected to any such retaliation, they 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 are expected to cooperate with all investigations.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge.

Employment Relationship

For purposes of salary administration and employee benefits, EIDS classifies its employees as follows:

- **NON-EXEMPT (hourly):** Employees who must be paid overtime at a rate of one and one-half times their regular hourly rate for work performed in excess of 40 hours per week, in accordance with applicable wage and hour laws.
- **EXEMPT (salaried):** Employees who are exempt from overtime pay requirements in accordance with applicable wage and hour laws. Executives, professionals, and certain administrative employees typically are exempt employees. Full-time exempt employees' salaries are based on a 40-hour work week.
- **TEMPORARY:** Employees engaged to work full- or part-time with the understanding that their employment will be terminated either at or before a specific time, at or before the completion of a specific project, or at or before the expiration of a specific grant. A temporary employee who is offered and accepts a new temporary assignment retains temporary employee status. These positions may be full or part-time, and the employees filling these positions are eligible only for legally mandated benefits such as workers' compensation, social security paid by EIDS, and unemployment coverage, where applicable.

Each position also falls into one of the following status categories:

- **REGULAR FULL-TIME:** employees who are hired to work at least thirty (30) hours per week on a regular basis and are eligible for the full range of employee benefits.
- **REGULAR PART-TIME:** employees who are hired to work fewer than thirty (30) hours per week on a regular basis and are eligible for a limited number of employee benefits.

The above classifications neither guarantee employment for any specific period of time nor change the fact that all employment at EIDS is on an at-will basis. Employees will be informed of their initial employment classification and status when they are hired. If employees have questions about their employment classification or status, they should contact management or Human Resources.

Personnel File Access

EIDS maintains confidential employee personal records. Personal records are property of EIDS and access to the information they contain is restricted to those who need to know this information to perform their jobs.

Employees may view or obtain a copy of their personnel file upon written request to EIDS Leadership team, subject to state and federal requirements. One of EIDS Leadership team members will be present when files are viewed.

For former employees, EIDS will provide a copy of the file free of charge upon receipt of the former employee's written request. Providing a copy of the personnel file to an employee satisfies EIDS responsibility to allow review of and/or access to the personnel file.

Employees have the right to dispute information contained in their file. If an employee disputes specific information contained in their file and an agreement is not reached to remove or revise the disputed information, the employee may submit a written statement, not exceeding five (5) pages, identifying the disputed information and explaining their position, which then will be included as part of the employee's personnel file.

COMPENSATION

An employee's wages are personal. Each employee has the right to keep their wage information private or to choose to share their wage information with others. EIDS will not take any adverse employment action against an employee who chooses to disclose their own wages to others, or who discusses another employee's wages if the other employee has already disclosed those wages to the employee.

However, nothing in this policy creates an obligation on the part of any employee to disclose their wages. Employees are free to refrain from such discussions and may not be subject to retaliation of any kind for choosing not to discuss their wages.

This policy does not permit an employee to disclose wage information of other employees to a competitor of EIDS. This policy does not diminish any existing rights under the National Labor Relations Act.

Payment of Wages

Paychecks for employees will be issued weekly or bi-weekly as per the payroll schedule provided. Employees may elect direct deposit of their paycheck to one or more personal bank accounts. If employees do not enroll in direct deposit, paychecks will be made available the next day for them to come to pick it up at EIDS main office in St. Paul. If an employee is unable to pick up a live check, they may request that the check is mailed to the address on file. Employees may also call or text the EIDS Leadership team to request that a family member pick up their paycheck. The family member who has been given permission to collect the check must show ID and sign for the check, upon pickup.

Contact EIDS Leadership team for the payroll schedule and direct deposit enrollment information. Employees must keep the EIDS Leadership informed and updated on any address changes. An employee who does not receive their pay on time following payday should contact EIDS Leadership team right away. Should employees discover an error with their paycheck, they should promptly bring this discrepancy to EIDS Leadership team. Correction will be made as promptly as possible thereafter.

Workweek

The EIDS work week is Sunday through Saturday. Full-time exempt employees' salaries are based on a 40-hour work week, while non-exempt employees are paid for actual hours worked. An employee's specific days and times of work are determined by the employee's supervisor, as required by job responsibilities.

Breaks

EIDS employees are entitled to one 20-minute paid break for each four (4) hours worked. Employees must arrange breaks and meal periods with their supervisor to ensure adequate work coverage.

All employees who work eight or more hours in a day are required to take an unpaid meal period of 30 minutes. Employees are to be completely relieved from duty during their meal period. If a nonexempt employee is required to perform any work duties while on their meal break period, the employee must be compensated for that meal break.

TIME AWAY FROM WORK

Holidays

EIDS observes six (6) paid holidays each year, for full-time employees. These holidays are, as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When a paid holiday falls on a Saturday, paid time off will be granted on the preceding Friday for regular full-time employees not scheduled to work on that Saturday. When a paid holiday falls on a Sunday, paid time off will be granted on the following Monday for regular full-time employees not scheduled to work on that Sunday.

When a paid holiday falls on a weekday for which a regular full-time employee is not typically scheduled to work, the paid holiday will usually be observed on the next scheduled day, at the discretion of the employee's supervisor. If this causes a hardship in staffing, the holiday may then be observed at another point within that same pay period, on a mutually agreed-upon date.

When a paid holiday occurs during a regular full-time employee's PTO, the paid holiday will not be charged as PTO time.

Full-time salaried (exempt) employees who are required to work a paid holiday are allowed a different day off during the same payroll period at their supervisor's discretion. Full-time hourly (nonexempt) employees who must work on a paid holiday, shall be paid at the rate of one and one-

half times (1.5x) their regular rate of pay for the number of hours worked on the day of the paid holiday and will also be provided with an additional paid day off work during the same pay period. Part-time employees who are required to work on a paid holiday will be compensated at the rate of one and one-half times (1.5x) their regular rate of pay for the number of hours worked on the day of the paid holiday.

Eligibility: full-time employees. (Those regularly scheduled for 30 hours per week or more.) Employees must not call out of work the day before and the day after the holiday in order to receive holiday pay. Part-time employees who are required to work on a paid holiday will be compensated at the rate of one and one-half times (1.5x) their regular rate of pay for the number of hours worked on the day of the paid holiday.

How to use/request: see above. When a paid holiday falls on a weekday for which a regular full-time employee is not scheduled, the holiday will usually be observed on the next scheduled day, at the discretion of the employee's supervisor.

Paid Time Off (PTO)

EIDS is committed to supporting its employees in as many ways as possible. Studies have shown that time off from the workplace is important to overall employee production and both mental and physical health. As such, we have created the following PTO policy, which is effective after 90 days of employment for full-time employees.

PTO combines vacation, sick and other personal leave days into one PTO account that can be used at the employee's discretion, with supervisory approval. Use PTO for:

- Vacation
- Illnesses or injuries (of the employee or a family member)
- Bereavement leave
- Medical appointments
- Self-care days

Employees get to choose how to use PTO, and in most instances, will not need to provide their supervisor with the reason they are using PTO. Employees are required to use any available PTO when they request time off, and may not have unpaid time off until their PTO accrual has reached a zero balance.

Earning PTO

All employees are eligible to earn PTO. PTO starts to accrue and is available for use immediately upon accrual. The amount accrued is placed into a PTO account at the end of each pay period, according to the following schedule. Maximum accrual is 1.5 times the annual accrual amount. If the maximum accrual limit is reached, additional PTO will not accrue until PTO is used and the balance drops below the maximum.

Full-time PTO accrual rates for employees regularly scheduled to work 30+ hours per week:

Years of Service	Hours Accrued per Bi-Weekly Pay Period (for full-time employees)	Hours Accrued per Weekly Pay Period (for full-time employees)	Days Accrued per Year (for full-time employees)
0-3 years	3.08 hours	1.54 hours	10 days
3+ to 10 years	4.62 hours	2.31 hours	15 days
10+ to 20 years	6.16 hours	3.08 hours	20 days
20+ years	7.70 hours	3.85 hours	25 days

Part-time PTO accrual rates for part-time and temp-to-hire employees:

Years of Service	Hours Accrued per Bi-Weekly Pay Period	Hours Accrued per Weekly Pay Period	Days Accrued per Year (for full-time employees)
All	2.5 hours	1.25 hours	8 days

- PTO can be recorded in 15-minute increments.
- Employees may only use the amount of PTO that is currently in their account.
- Employees may not use PTO in increments greater than their normally scheduled hours on the day they use it.
- Excessive unplanned use of PTO, or absences in excess of available PTO, in some circumstances, may result in disciplinary action up to and including termination.

Employees will not receive payment for any unused PTO balance upon termination of employment. Employees may not use PTO beyond their last day of actual work.

Eligibility: all employees. PTO accrual will be based on the charts above.

How to use/request: see above. PTO can be recorded in 15-minute increments. PTO can be used for vacation, bereavement, or sick time. Employees should request time off one week in advance, whenever possible to do so. Requests should be made via email or text and submitted to Management, with as much advance notice as possible, and within the pay period where the time was missed. Accrued but unused PTO will not be paid out upon termination.

Family and Medical Leave (FMLA)*

**This FMLA policy will be in place once EIDS has grown to 50 or more employees.*

Employees who have worked at EIDS for twelve (12) months or more and who have put in 1250 hours or more in the last twelve (12) months are eligible for an unpaid leave of absence for up to twelve (12) weeks for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job.

The twelve (12) weeks of FMLA leave can be utilized as either a contiguous period of time or in increments over a twelve (12) month period.

Eligible employees with a spouse, child, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies.

Eligible employees might also be entitled to a special leave for up to 26 weeks to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of active duty.

If the need for FMLA is foreseeable, the employee must provide 30 days advance notice of the need to take FMLA leave. If 30 days' notice is not possible, the employee must provide notice as soon as practicable and must generally comply with normal call-in procedures. An employee requesting leave under FMLA must provide EIDS with sufficient information to determine if the leave qualified for FMLA protection and the anticipated timing and duration of the leave. Employees must also inform EIDS if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may be required to provide a certification and periodic recertification supporting the need for leave.

During an FMLA leave, employees will not be paid. EIDS retains the discretion to require employees to apply their earned but unused PTO to their FMLA leave. An employee on FMLA leave is not entitled to earn additional employee benefits during the unpaid period of the leave. If an employee continues to receive full time pay through working a reduced work schedule and the use of benefit hours the employee will continue to be eligible to earn PTO benefits. If an employee is working a reduced work schedule and is not utilizing benefit hours to receive fulltime pay the employee will earn PTO based on the percentage of hours worked to a standard 40 hour pay period

(i.e. an employee paid for 20 hours during a standard 40 hour payroll period would earn 50% of their full-time benefits).

EIDS will continue to provide group health insurance benefits to employees provided they were eligible for such benefits before the leave; the employee will continue to be responsible for their portion of the premium.

Any employee returning from FMLA leave will be reinstated to their former position or a comparable position. The company will not interfere with an employee's rights under FMLA or retaliate against an employee for the exercise of those rights.

Other Leave under Minnesota Law

Minnesota Parenting Leave:

All employees may take up to twelve (12) weeks off for prenatal care, pregnancy, childbirth, and bonding with a new child. Bonding leave is available to biological and adoptive parents, but must be taken within 12 months of the child's birth or adoption.

Military Leave:

EIDS grants unpaid leaves of absence to employees who are members of a National Guard or Armed Forces Reserves unit and who are called to active duty or need to attend scheduled drills or training. Prior to each requested leave period, and as soon as an employee is made aware of their military commitment, the employee must inform their supervisor. Potential unpaid leave is also available if an immediate family member is killed or injured in active service to attend the military ceremonies of immediate family members. Other matters concerning military leaves will be handled by management in accordance with USERRA and applicable state and federal statutes.

Jury Duty:

EIDS supports employees called to fulfill their civic duty to serve jury duty. All employees must provide their immediate supervisor with a copy of the jury summons as soon as possible upon receiving the summons and will be allowed unpaid time off work for jury duty.

School Conferences and Activities:

Employees may take up to sixteen (16) hours of unpaid leave during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences and school-related activities cannot be scheduled during non-working hours. While this leave time will be unpaid, full-time employees may use accrued PTO for this purpose. When the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave to their supervisor.

Voting:

EIDS allows employees to be absent from work for the purpose of voting during the day of an election, without penalty or deduction from salary or wages because of the absence.

“Election” means any city, county, school district, state-wide, or federal election.

Bone Marrow Leave:

A full- or part-time employee who regularly works an average of 20 hours or more per week may request up to 40 hours of paid leave to undergo a medical procedure to donate bone marrow. The employee must provide EIDS with written verification by a physician of the purpose and length of each such leave requested by the employee.

Other Leaves of Absence:

Employees may be eligible for other types of leave under applicable law, most of which are unpaid. These leaves may include Military Duty and Military Family Leave, Witness Leave, etc. Contact EIDS Leadership team for details.

Pregnancy Accommodations

It is the policy of EIDS to provide reasonable accommodations requested by an employee for conditions related to pregnancy, childbirth, or related health conditions. EIDS will provide the following accommodations without a health care provider’s certification: (1) more frequent or longer restroom, food, and water breaks; (2) seating; (3) limits on lifting over 20 pounds; (4) temporary leaves of absence; and (5) modification in work schedule or job assignments. If the employee requests an accommodation other than these five (5) accommodations, EIDS will engage in an interactive process with the employee to determine whether an accommodation can be provided and, if so, what accommodation may be provided. An employee requesting such an accommodation shall be required to provide EIDS with written documentation of medical necessity by a licensed health care provider or certified doula.

EIDS will not interfere with, threaten, restrain, coerce employees’ breaks under this policy. Employees will not be discharged, disciplined, penalized, discriminated against or retaliated against for exercising their rights under this policy. Furthermore, EIDS will not require the employee to take a leave or accept an accommodation.

WORKPLACE CONDUCT**Attendance and Punctuality**

Punctuality and regular attendance is very important to the operation of EIDS business, and is the responsibility of each employee. Tardiness and absences cause a slow-down in operations and creates an added burden for fellow employees. Good attendance is something that is expected from

all employees. As such, employees are expected to report to work at their scheduled start time and be prepared to begin their workday. Employees are also expected to remain at work for their entire workday. Late arrivals, early departures or other absences from scheduled hours are disruptive and should be avoided as much as possible.

This policy does not apply to absences covered by statutory leaves. These exceptions are described in separate policies.

Absence:

“Absence” is defined as when an employee is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by the Company’s notification procedure. There are typically three types of absences:

Excused absence. Occurs when an employee provides management with sufficient notice in advance of the absence; the absence request has been approved in advance by the employee’s supervisor; and the employee has sufficient accrued paid time off (PTO) to cover the absence. Sufficient notice is at least forty-eight (48) hours prior to the absence taking place. Excused absences also include pre-approved vacation, personal holidays, bereavement leave and jury duty.

Unplanned absence. Occurs when an employee has properly notified their supervisor that they will be absent from work due to an illness or an emergency. Employees must notify their supervisor no later than one (1) hour prior to the employee’s scheduled start time on the same day the absence is occurring. Each employee is responsible for contacting their supervisor if they are going to be absent from work.

Unexcused absence. Occurs when an employee fails to report to work or to properly notify their supervisor of the absence (“No call, no show”) or when an employee has exhausted all of their PTO and/or sick leave. Absences that occur frequently or demonstrate a pattern of absenteeism may be deemed unexcused and subject to corrective action. An unexcused absence counts as one (1) occurrence for the purposes of discipline under this policy. No more than three (3) unexcused absences will be allowed in a three (3) month period.

Employees with three (3) or more consecutive days of excused absence due to illness or injury may be asked to provide a doctor’s note prior to returning to work. Furthermore, employees who have exhausted their PTO and/or sick leave may be asked to provide a doctor’s note for the day(s) they were absent. Providing EIDS with a doctor’s note does not automatically deem an absence excused. Management will review overall patterns of attendance and make determinations accordingly.

Employees must use earned PTO and/or sick leave for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Absences and tardiness reported by text message and email are acceptable.

Tardiness:

An employee is deemed to be tardy when they:

- Fail to report for work at the assigned/scheduled work time.
- Arrive to work past their scheduled start time.
- Leave work prior to the end of assigned/scheduled work time without prior supervisory approval.

If an employee cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must also notify their supervisor immediately.

EIDS realizes traffic or weather conditions may cause an employee to be late once in a while. However, employees are expected to plan for traffic and weather problems and to allow for extra time to commute to work. If they will be late, they must let their supervisor know of their late arrival as soon as practical. Notification does not change the fact that this will still be considered an unexcused tardy. Excessive absences, tardiness, or early departures will lead to discipline, up to and including discharge. Absences or tardiness are excessive if they occur frequently or if they demonstrate a pattern.

Holidays:

If an employee calls out of work the day before, the day of, or the day after a holiday, their supervisor will review the circumstances of the absence and based on the review, the supervisor will determine whether to count the incident as an excused or unexcused absence.

Job Abandonment:

Any employee who fails to report to work for a period of three (3) days (no call/no show) or more without properly notifying their supervisor will be considered to have abandoned their job and voluntarily terminated employment with EIDS.

Corrective Action:

Excessive absenteeism is defined as two (2) or more occurrences of unplanned absences or late arrivals in a thirty (30) day period and may result in corrective action. Three (3) occurrences of unexcused absences in a three (3) month period are considered grounds for termination.

Note that one (1) occurrence is equal to multiple consecutive sick days taken off for the same illness (i.e. three (3) consecutive sick days for the flu is one (1) occurrence). Even when missing consecutive days of work, employees are expected to call in each day.

EIDS may exercise the following progressive corrective action for absences or tardiness occurrences in any three-month rolling period.

1 st unplanned absence or tardy	Verbal Written Warning
2 nd unplanned absence or tardy	Written Warning
3 rd unplanned absence or tardy	Subject to Termination

Sleeping at Worksite

Sleeping on the job or at any client site is considered a severe form of misconduct and is treated as a ground for initiating disciplinary action or immediate termination from the job.

Dress Code

Employees contribute to Company culture and reputation in the ways they present themselves. The professional image of our Company is maintained, in part by the personal image we present to our clients, vendors and business partners. Good grooming and appropriate attire reflect employees' pride and inspire confidence. Employees are required to wear EIDS uniforms when working at client's sites. Employees are always expected to demonstrate good judgment. EIDS maintains the right to address attire it considers inappropriate.

When at client sites, employees shall neatly present themselves and wear the required uniforms suitable for the work environment. Items containing offensive slogans or pictures shall be considered inappropriate. Worn out or torn clothing is also prohibited. Employees who are assigned work at Food Manufacturing Facilities shall adhere to the client's current Good Manufacturing Practices (cGMPs) and food safety policies (e.g. personal hygiene).

Confidentiality

Given the nature of EID's business, the Company deals with highly confidential information regarding customers. It is essential that we do not compromise either our customers' confidential information or the Company's confidential information by disclosing what we do or how we do it. Accordingly, all employees must take great care to protect the Company's confidential information and all the Company's customers' confidential information. Information related to EIDS or its customers should never be revealed to others without express permission from the EIDS Leadership team, or without customer consent.

All employees should be alert to the possibility of inadvertently disclosing any information of a sensitive nature during casual conversation or careless exposure of documents. Documents, instruments, sensitive notes, and other customer-related work product should not be left where they might be read or observed by strangers or other unauthorized employees. Such papers should be kept in drawers, turned upside down, or otherwise obscured. All sensitive documents should be shredded when they are discarded.

It is of the utmost importance that EIDS not only maintain proper confidentiality regarding customer and Company information, but also that the measures employed for security are made evident to customers and others.

EIDS prohibits all employees from using confidential information in any way for personal gain or the gain of others. All employees are required to make every effort to safeguard confidential information that may come to them in the course of their work.

Any employee who discloses confidential information will be subject to disciplinary action, including possible termination.

Social Media

In the rapidly changing world of electronic communication, *social media* can mean many things. *Social media*, as that phrase is used in this policy, includes all means of communicating or posting information or content of any sort online, including to your own or someone else's profile, newsfeed, blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other electronic communication, from any platform, including via phone, text or other communication apps, including photo apps.

The same principles and guidelines found in the Company's policies apply to your activities online. Furthermore, please note, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of employees or otherwise adversely affects customers, referral sources or other business colleagues, such as vendors or suppliers or other people who work on behalf of the Company, or the Company's legitimate business interests, may result in disciplinary action up to and including termination.

Drugs and Alcohol

In compliance with the Drug-Free Workplace Act of 1988, EIDS has a commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of EIDS employees and to the security of our equipment, facilities, and clients. For these reasons, EIDS is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all employees and all applicants for employment of EIDS. The EIDS Leadership team is responsible for policy administration.

EMPLOYEE ASSISTANCE AND DRUG-FREE AWARENESS

Illegal drug use, cannabis, and alcohol misuse have several adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from HR and the Management Team.

EIDS will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other EIDS policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or have violated this policy previously. Once a drug test has been scheduled, the employee will have forfeited their right to be granted a leave of absence for treatment and possible discipline, up to and including termination, will be unavoidable.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

WORK RULES

1. Whenever employees are working, are operating any EIDS vehicle, are present on EIDS premises, or are conducting Company related work off-site, they are prohibited from:

- using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
- being under the influence of alcohol or an illegal drug as defined in this policy; and
- possessing or consuming cannabis flower, cannabis products, hemp edibles, or hemp-derived consumer products; and
- possessing or consuming alcohol.

2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.

3. EIDS will also not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

Rights: Any employee requested to undergo drug and/or alcohol testing may refuse to undergo such testing. Such employee's refusal may result in adverse personnel action, including job reassignment, demotion, disciplinary action, suspension without pay or termination. Applicants may refuse to undergo drug testing. Refusal may result in a refusal to hire the applicant.

Reasonable Suspicion: "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts. Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. Human Resources or a Manager shall be consulted before sending an employee for testing. All those making this decision must utilize the "Observation Checklist" to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs and/or alcohol. If the results of the "Observation Checklist" indicate further action is justified, the manager should confront the employee with the documentation and/or with another member of management. *Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must escort the employee; the manager will then make arrangements for the employee to be transported home. Whether to conduct reasonable suspicion testing is at the discretion of the Company; employees do not have a right to receive reasonable suspicion tests prior to termination or discipline.*

Post-accident: Employees are subject to testing when they cause or contribute to accidents that damage EIDS equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In this instance, the investigation and subsequent testing must take place as soon as reasonably possible following the accident, ideally not later than two (2) hours after the accident. *Under no circumstances will the employee be allowed to drive themselves to the testing facility.*

Random Selection:

EIDS may request or require employees to undergo drug and alcohol testing on a random selection if they are employed in safety-sensitive positions. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person. Random testing means those employees will be selected for testing using a computer-based random-number generator. This will result in an equal probability that any employee may be tested.

Testing must be completed on the same workday the employee is selected, absent extenuating circumstances such as out of town travel. In all circumstances, testing must be completed within 24 hours of selection. If an employee selected for testing is unavailable for a legitimate reason such as an extended medical absence, Management will document the circumstances for failure to test.

Follow-up: The first time that an employee receives a positive test result on a confirming test (where no retest is requested) or on a confirming retest requested and paid for by the employee, the employee will be given the opportunity to participate in a drug or alcohol counseling or rehabilitation program as determined by the employer after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. Such counseling or program will be paid by applicable insurance, if any, or at the employee's own

expense. If participation in such a program demands absence from work, the employee will be deemed to be on a full or partial unpaid medical leave-of-absence. For up to two (2) years following completion of a treatment program, the employee will be subject to drug and/or alcohol tests without prior notice. If the employee refuses to participate in the appropriate program or fails to successfully complete the program (as is evidenced by withdrawal from the program before completion or by a positive test result in a confirmatory test after completion of the program), the employee may be discharged from employment.

Employees who have tested positive a second time, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending upon the circumstances and the employee's work history/record, EIDS may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by EIDS for not more than two (2) years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If an employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate termination from employment.

COLLECTION AND TESTING PROCEDURES

Applicants and employees subject to alcohol and drug testing shall be driven to a EIDS designated medical facility and directed to provide blood, urine or hair specimens. A laboratory that meets the criteria in Minn. Stat. § 181.953 will perform all confirming drug tests and retests. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of alcohol, marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory shall screen all specimens and confirm all positive screens. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit all positive drug test results to a Medical Review Officer ("MRO") retained by EIDS, who shall offer persons with positive results a reasonable opportunity to rebut or explain the results. A person enrolled in the patient registry program under Minn. Stat. §152.22 to 152.37 must present verification as part of the employee's explanation under Minn. Stat. §181.953 subdivision 6 to explain a positive test for cannabis components or metabolites. There is no protection by law for employees who use, possess, or were impaired by medical cannabis on the premises of the place of employment or during the hours of employment

An employee or job applicant may request a confirmatory retest of the original sample at the employee's or job applicant's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the employee or job applicant shall notify the EIDS MRO in writing of the employee's or job applicant's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the MRO shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or transfer the sample to another laboratory licensed under Minn.

Stat. § 181.953, Subd. 1, to conduct the confirmatory retest. The original testing laboratory shall ensure that the chain-of-custody procedures in Minn. Stat. § 181.953, Subd. 3 are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no action based on the original confirmatory test may be taken against the employee or job applicant. In no event shall a positive test result be communicated to EIDS until such time that the MRO has confirmed the test to be positive.

CONSEQUENCES

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to re-apply/re-test in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. *If the employee refuses to be tested yet we believe they are impaired, under no circumstances will the employee be allowed to drive themself home.*

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive backpay for the times/days of suspension.

CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and HR on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

INSPECTIONS

EIDS reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

CRIMES INVOLVING DRUGS

EIDS prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on EIDS premises or while conducting company business. EIDS employees are

also prohibited from misusing legally prescribed or OTC drugs. Law enforcement personnel shall be notified, as appropriate, where criminal activity is suspected.

EIDS does not desire to intrude into the private lives of its employees, but recognizes that employee's off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, EIDS reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to Human Resources or Management within five (5) days. Failure to comply will result in automatic termination. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with EIDS.

DEFINITIONS

"Company Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by EIDS or on any site on which the Company is conducting business.

"Illegal Drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to Cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to termination.

"Under the Influence of Alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

REASONABLE SUSPICION AND POST-ACCIDENT TESTING PROTOCOL

1. The employee will be advised that EIDS believes that there is reasonable suspicion to believe that they are affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.

2. The employee will be transported to any one of the company's contracted testing facilities (i.e., Health Services, Prompt Care, or the Emergency Department). One member of management/designated attendant will accompany the employee. *Under no circumstances will the employee be allowed to drive themselves to the testing facility.*
3. Prior to leaving for the testing facility, management will contact the testing facility to inform them that staff from EIDS will be arriving and will need a drug and/or alcohol test completed.
4. Provide water for the employee to drink prior to leaving the location and reasonable time - not to exceed 15 minutes - to secure photo ID in the company of a EIDS representative.
5. The employee to be tested MUST present a PHOTO ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings this with them when leaving EIDS premises.
6. The employee to be tested must sign a consent form provided by/at the testing facility. Refusal to sign is addressed under the "Consequences" section of this document.
7. EIDS representative must sign as a witness to the collection procedure, along with the tested employee.
8. After returning to the work location or when leaving the testing facility, the manager MUST make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee be allowed to drive themselves home.

REPORTING CONCERNS:

All EIDS clients and employees are expected to report any observation of use, possession, distribution or transportation of illegal drugs, cannabis, or alcohol; an odor of alcohol or marijuana; impaired motor skill, speech or unusual behavior or appearance and/or unsafe conduct of any employee. Employees are also expected to voluntarily disclose their use of alcohol and/or illegal drugs before confronted, tested or otherwise involved in alcohol and/or drug-related discipline or proceedings.

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination.

Tobacco-Free Workplace:

A tobacco-free environment helps create a safe and healthy workplace for all employees at our client's sites. EIDS recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. All EIDS employees are required to adhere to each client's policies regarding tobacco product including cigarettes and chewing tobacco and smoking devices including electronic cigarettes, pipes, hookahs, or vaping devices.

EIDS employees shall use any outdoor designated smoking areas provided by EIDS clients at their own risk.

Business Ethics and Conduct:

The successful business operation and reputation of EIDS is built upon the principles of fair dealing and ethical conduct of our employees. EIDS' reputation and integrity are valuable assets that are vital to the Company's success. Each employee is responsible for conducting EIDS business in a manner that demonstrates a commitment to the highest standards of integrity.

The purpose of this policy is to focus employees on areas of ethical risk, provide guidance to help employees recognize and deal with ethical issues, provide mechanisms for employees to report unethical conduct, and foster a culture of honesty, scrupulous regard for the highest standards, accountability and integrity among employees.

No code of conduct can replace the thoughtful behavior of an ethical employee. Accordingly, dishonest or unethical conduct, or conduct that is illegal will constitute a violation of this policy, regardless of whether the policy specifically addresses such conduct.

EIDS will comply with all applicable laws and regulations and expects its executives, managers and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Obeying the law, both in letter and in spirit, is the foundation upon which the Company's ethical standards are built. All employees must respect and obey the laws, rules, and regulations of the cities, states, and countries in which the Company operates.

EIDS expects all employees to comply with these policies and procedures, and each employee will be held accountable for such compliance. An employee who learns of or suspects that a violation has occurred or is likely to occur should immediately notify management. Employees who report violations or suspected violations in good faith will not be subject to retaliation of any kind. Reported violations will be promptly investigated.

Cell Phone Use Policy:

At EIDS, we recognize that cell phones (especially smartphones) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls, etc.), but cell phones may also cause problems when used imprudently or excessively.

To promote a safe and productive work environment and increase employee and public safety, the intent of this policy is to refrain Company employees from receiving or placing calls, text messaging, surfing the Internet, receiving or responding to emails, and/or checking for messages in front of Company associates and customers, and to assure that the use of personal cell phones or similar devices do not in any way interfere with the Company's food safety and sanitation standards, Company security and controls, as well as customer service.

Employees must turn off their cell phones, or set them to silent or vibrate mode during meetings, presentations or training, while working with customers and in any other circumstance where incoming calls may be distracting or disruptive to Company business.

Although we allow employees to bring their personal cell phone to work, while at work, employees are expected to exercise discretion in using their cell phones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls during breaks, meal times and other non-work time and to ensure that friends and family members are aware of this Policy.

Employees are strictly prohibited from using cell phones for any other purpose (e.g., internet access, gaming, texting, listening to music, etc.) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.

EIDS will not be liable for the loss of personal cell phones brought into the workplace.

When job duties or business needs demand, EIDS may issue a business cell phone to an employee for work-related communications. Personal use of Company-issued cell phones should be kept to a minimum.

Employees in possession of Company-issued cell phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees are not authorized to use personal cell phones in place of Company-issued cell phones, unless authorized to do so in advance by management.

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use, or use their personal cell phone as part of their duties, are expected to refrain from using any cell phone while driving; use of a cell phone while driving is not required by the Company. Safety must come before all other concerns.

Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free devices or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Hands-free equipment will be provided with company-issued phones to facilitate the provisions of this policy.

Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions.

Video or Audio Recording Devices:

The use of camera or other video or audio recording-capable devices, including personal or Company-issued cell phones equipped with this technology is prohibited without the express prior permission of management and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms, or other areas where someone expects privacy is strictly prohibited.

Employees who violate this Policy will be subject to discipline, up to and including termination of employment. Furthermore, cell phone usage, whether personal cell phones or Company-issued cell phones for illegal, unethical or dangerous activity, for purposes of harassment, intimidation, bullying, invading and violating another person's privacy, may result in immediate termination.

Driver Safety Policy

The purpose of this policy is to ensure the safety of those employees whose duties include driving for work purposes ("employee driver"). It is the employee driver's responsibility to operate their vehicle and/or Company vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, EIDS endorses all applicable state motor vehicle regulations relating to employee driver responsibility. EIDS expects each employee driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude one takes when behind the wheel is the single most important factor in driving safely.

Employee Driver Guidelines:

1. Only authorized employees may drive for company business, defined as driving at the direction, or for the benefit of the Company. It does not include normal commuting to and from work.
2. Employee drivers must have a valid and current driver's license in order to operate a Company vehicle, or their personal vehicle with current, full coverage auto insurance.
3. Employee drivers are expected to drive in a safe and responsible manner and to maintain a good driving record. Management will review records, including accidents, moving violations, etc. to determine if an employee driver's driving record indicates a pattern of unsafe or irresponsible driving. Revocation of driving privileges may occur.
4. Any employee driver who has a driver's license revoked or suspended must immediately notify management, no later than the next business day. Failure to do so may result in disciplinary action, up to and including termination.
5. All accidents occurring while driving for the Company, regardless of severity, must be immediately reported to management (from the scene, same day, or as soon as practicable if immediate reporting is not possible). Accidents resulting in the employee's personal injury must be reported to management for Worker's Compensation purposes.
6. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination.

7. Employee Drivers must report all ticket violations received while driving on company business, within 72 hours to management.
8. Motor Vehicle Records will be obtained on all employee drivers prior to employment and no less than annually while in a driving position.
9. A driving record that fails to meet the following criteria, or is considered to be in violation of the intent of this policy, will result in a loss of company business driving privileges and may also result in termination of employment: 1. Two or more moving violations in a year; 2. Two or more accidents within a year where the employee driver has been determined to be the primary cause of the accident; 3. Any combination of accidents and/or moving violations.

Employee Driver Safety Rules:

1. Driving on company business while under the influence of alcohol, illegal drugs or prescribed medication, which could impair employees' driving ability is forbidden.
2. Cell phone use while driving must only take place using "hands free" methods only. It is highly recommended that employee drivers pull to the side of the road to have a cell phone conversation.
3. No driver shall operate a vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or medication (prescribed or over-the-counter). If an employee driver feels they are unable to operate a company or personal vehicle in the course and scope of their duties, they must immediately notify management that driving may be unsafe.
4. All employee drivers operating a vehicle must wear seat belts at all times.
5. Non-employees and non-business passengers are prohibited from riding with employee drivers during company business.
6. Conducting personal, or other business that conflicts with driving on company time is prohibited.
7. All State and Local laws must be obeyed.

Accident Procedures:

If an employee driver is involved in an accident, the following procedures must be followed:

1. Call for medical aid if necessary.
2. Record name(s) and address(es) of driver(s), witness(es), and occupant(s) of the other vehicle(s) and any medical personnel who may arrive at the scene.
3. Gather any pertinent information, which includes: 1. License number of other driver(s); 2. Insurance company name(s) and policy number(s) of other vehicle(s); 3. Make, model, and year of other vehicle(s); 4. Date and time of accident; 5. Overall road and weather conditions.

4. Do not accept any responsibility for the accident. Do not get into an argument with anyone over the accident.
5. Provide the other party with name, address, driver's license number, and insurance information.
6. Take pictures of all vehicles involved with a cell phone, if possible.
7. Take pictures of everyone's license, insurance policy, registration, etc., to the extent possible.
8. Immediately report the accident to management via the Incident Report Form. Provide a copy of the Incident Report Form no later than the next business day.

The Company is not financially responsible for damage to personally owned vehicles due to employee accidents, even when employees drive for Company business. If an employee is not sure whether or not they are considered to be an "employee driver", they should clarify this with their manager.

Use of Communications and Computer Systems:

EIDS 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 EIDS policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of EIDS systems.

EIDS Management 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 EIDS deems it appropriate to do so. Further, EIDS may review Internet usage to ensure that such use with EIDS property, or communications sent via the Internet with EIDS property, are appropriate.

The reasons for which EIDS 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 EIDS operations continue appropriately during an employee's absence.

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

EIDS policies prohibiting harassment, in their entirety, apply to the use of EIDS 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 EIDS 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.

Discipline

Each employee has the right to know what is expected of them in the workplace. Employees have a responsibility to perform their jobs in a way that meets or exceeds those expectations. If an employee's job performance is unsatisfactory or behavior is inappropriate and the employee does not respond to counseling or coaching by management, it may be necessary to initiate the formal Performance Improvement process.

The following are three steps in the EIDS Performance Improvement Policy. They can be followed in order or can be used independently depending on the severity of the issue in question. An employee may be placed on suspension in order to investigate a violation of EIDS

guidelines/policies. The duration of a suspension will be determined based on the severity of the offense and the period of the investigation may be paid or unpaid. Notices for unrelated matters are subject to management's discretion:

1. A Verbal Notice

In this step the employee is told what they need to improve and what actions need to be taken. The employee is told of the severity of the matter and the consequences that could arise if the issue is not resolved. This discussion is documented with the date and time. A copy of the documentation is placed in the employee's personnel file.

2. A Performance Improvement Plan (PIP)

In this step the manager will work with HR to develop a notice that offers very specific steps of what an employee needs to do in order to improve their performance. This PIP can be of varying length (30 days to one year) and requires that the manager meet with the employee to review performance improvement on a regular basis.

3. A Final Written Notice

The manager will work with HR to develop a final written notice. This notice will document the issue and what the employee needs to do to improve. The notice should state that a failure to improve may result in further disciplinary action leading up to and including termination.

At Will Employment:

EIDS employees are employees-at-will. In that regard, employees are free to end their employment relationships at any time, for any reason, with or without advance notice. Likewise, EIDS reserves the right to end the relationship with the same freedom and lack of constraints, and nothing in this Handbook alters or amends that right.

Resignation

Resignation is a voluntary act that the employee may take, for any reason, to terminate the employment relationship. Employees desiring to resign from their employment are urged to notify EIDS management at least two (2) weeks in advance of the final day of work. Employees are asked to submit a written notice of resignation to their supervisor. Employees who resign must return all EIDS property, including but not limited to badges, keys, laptop computers, cellular phones, and pagers, by their last day of work.

HEALTH AND SAFETY

The health and safety of employees and others on EIDS property are of critical concern to EIDS. EIDS 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 EIDS premises, or in a product, facility, piece of equipment, process or business practice for which EIDS is responsible should be brought to the attention of management immediately.

Periodically, EIDS may issue rules and guidelines governing workplace safety and health. EIDS 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. Failure to report work-related injuries or accidents in a timely manner will result in disciplinary action, up to and including termination.

ACKNOWLEDGMENTS

Please read, sign and date this acknowledgment and return to your Manager. Thank you.

Receipt and Reading of Employee Handbook Acknowledgement

I have received and read the EIDS Employee Handbook. I understand that it is my obligation to understand all of the rules, policies, terms and conditions outlined herein and abide by them. If I have any questions regarding these policies, I will ask my supervisor or Human Resources. I understand and agree that EIDS has the right to change any provision of this Handbook at any time without prior notice to employees.

I understand that the Handbook is not an employment contract and should not be considered as such. As stated in the Handbook, I am an employee-at-will. No promises regarding continued employment have been made to me and no future promises will be considered binding on EIDS unless set forth in writing and signed by an EIDS designated official.

Drug and Alcohol Testing Policy Acknowledgment and Consent Form

I have received and reviewed a copy of the EIDS Drug and Alcohol Testing Policy in its Employee Handbook. I have read, understood, and will comply with this Policy.

Printed Name

Date

Signed Name