

DONALD L. MOONEY ENTERPRISES (DME)



Corporate Employee Handbook

Revised January 2023

TABLE OF CONTENTS

MESSAGE FROM THE FOUNDER/CEO.....	1
MISSION, VISION, AND CORE VALUES OF DME	2
INTRODUCTION - EMPLOYMENT AT WILL.....	3
CODE OF ETHICS AND BUSINESS CONDUCT.....	4
Build Trust and Credibility	4
Respect for the Individual.....	5
Create a Culture of Open and Honest Communication	5
Whistleblower Policy.....	5
Set Tone at the Top.....	6
Uphold the Law.....	6
Competition.....	6
Proprietary Information	7
Selective Disclosure.....	7
Health and Safety	7
Set Metrics and Report Results Accurately	10
Accountability.....	11
Confidential and Proprietary Information.....	11
Use of Company Resources	11
Media Inquiries	12
Do the Right Thing	12
WORK RULES POLICY	12
Conditions of Employment.....	13
Prohibited Conduct-Discrimination, Harassment & Retaliation	13
What to Do/Who to Contact	15
Progressive Disciplinary Policy.....	15
SOCIAL MEDIA POLICY.....	15
Procedures.....	16
COMPANY PROPERTY, PREMISES, RESOURCES.....	17
Personal Property	17
DME Property.....	18
Smoking, Use of Tobacco Products, and Vaping at Work	18
Solicitation and Distribution of Literature.....	18
Bulletin Boards	18

INTELLECTUAL PROPERTY REPORTING, MANAGING AND DISPOSAL	18
Intellectual Property	18
Reporting Integrity	19
DME STAFFING POLICIES	19
Equal Opportunity Statement/Affirmative Action Statement.....	19
Americans with Disabilities Act	20
Open Door Policy	20
Confidentiality	20
On-Site or Company Event Dress Code Policy	21
Specific Dress Code Requirements.....	22
EMPLOYEE BEHAVIOR, RELATIONSHIPS, AND OUTSIDE EMPLOYMENT	23
Act with Integrity and Honesty	23
Employee Behavior.....	23
Personal Relationships	23
Outside Employment	23
INFORMATION SYSTEMS USE AND COMPANY RESOURCES POLICY.....	24
Information Systems Use.....	24
Use of Company Resources Policy.....	25
SAFETY MANUAL-POLICY	25
General Safety/Office Guidelines	26
Infectious Disease Plan	27
Substance Abuse Policy	27
Possession of Weapons or Explosives	28
Workplace Safety and Violence Prevention Policy	29
Worker’s Compensation Policy	30
Office Security	30
What to Do in an Emergency	31
EMPLOYMENT PRACTICES	31
Internal Investigations.....	32
Cell Phone, Camera Phone, and Electronic Device Usage.....	32
ATTENDANCE.....	32
Attendance Policy/Guidelines.....	32
Purpose.....	33
Process	33

Tracking of Occurrences.....	33
Definitions.....	34
Absence Notification Policy	35
Inclement Weather Policy.....	36
Power Outage	36
PAY AND JOB CLASSIFICATIONS	37
Employee Classifications.....	37
Work Schedules	37
Work Locations.....	38
Meal Breaks	38
Overtime	39
Timekeeping for Non-Exempt Employees	39
Exempt Employee Pay Policy.....	40
Paychecks.....	40
Pay Periods and Paydays	40
Wage Deductions	40
Complaint Procedure	40
Promotions/Career Advancement	41
BENEFITS	41
Employee Benefits	41
Insurance Benefits.....	41
Paid Time Off Benefits	42
TRAVEL POLICY	48
Overview.....	48
Authorization and Responsibility	48
Personal Funds	49
Travel Expenses/Procedures	49
SEPARATION OF EMPLOYMENT.....	54
Leaving the Company	54
Voluntary/Involuntary Termination.....	54
Final Paycheck	54
EMPLOYEE ACKNOWLEDGEMENT.....	56

MESSAGE FROM THE FOUNDER/CEO

Success is what we strive to gear everyone for while employed at DME. My wish is that everyone is successful and has a great experience with the Company. We wanted to have a comprehensive yet simple handbook. You will see the words “common sense” used throughout the handbook. No employee handbook can cover all situations so always use good common sense.

Lastly, we are about people and relationships. Treat others as you would like to be treated. Use the “golden rule”. We can all win if we treat our teammates, colleagues, patients, and clients with respect, dignity, kindness, honesty and care.

Remember, “It’s always a great day at DME!”

Donald L. Mooney
Founder/CEO

The Company reserves the right to modify this handbook at any time.

MISSION, VISION, AND CORE VALUES OF DME

On behalf of your colleagues, we welcome you to DME and wish you every success here!

We believe that each employee contributes directly to DME's growth and success, and we hope you will take pride in being a member of our team. Employees should familiarize themselves with the contents of the employee handbook as soon as possible. It will answer many questions about employment with DME and what you can expect from us, as well as what we expect from you.

The general rules, policies and procedures contained in this handbook may change from time to time. The Company reserves the right to amend, modify, withdraw, or implement policy at its own discretion and employees will generally be notified of such changes.

DME proudly offers its customers quality healthcare, dependable service, and a commitment to assist in bringing out the best in you. The Company depends on the skill and energy of every employee in providing unparalleled service to our clients, customers, vendors, and community. You play a vital role in our continued success, and we hope this working relationship will be long and beneficial, both for you and the Company.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome to our team!

INTRODUCTION - EMPLOYMENT AT WILL

This handbook is for all employees of Donald L. Mooney, Enterprises (DME), also known as “the Company”.

The State of Texas is an "at-will" employment state, which means, except as otherwise provided by law and absent any express contractual provisions to the contrary, employers and employees are free to end the employment relationship at any time for any reason. This employee handbook does not alter that at-will relationship, nor does it constitute a contract for employment between the Company, its subsidiaries, and its employees. Employees of the Company are at all times employed at-will; in other words, either the employee or the Company may terminate the employment relationship at any time with or without notice, and without any reason or cause. Your employment is for an indefinite period, and you cannot be guaranteed continued employment or any set number of hours of work.

Only the CEO has the authority to enter into any employment agreement with a prospective employee for any specified period and any such agreement must be in writing.

The Company retains all supervisory and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by Texas and federal law. These include, but are not limited to, the right to exercise judgment in establishing and administering policies, practices and procedures, and to make changes in them without notice, and the right to take whatever action is necessary in its judgment to achieve DME goals. The Company reserves the right to set standards of productivity and services to be rendered. Failure by DME to exercise any such prerogative or function in a particular way shall not be considered a waiver of its right to exercise that prerogative or function in the future or to preclude it from exercising that prerogative or function in some other way.

CODE OF ETHICS AND BUSINESS CONDUCT

Company Vision

“The Premier Workforce Solutions Provider”

Core Focus

“Making a Difference in People’s Lives Every Day!”

Core Values

- Respect-Dignity-Kindness, and Care
- Accountability – To Self, Organization, Customers, Teammates
- Commitment – We Walk the Talk & Own It
- Hard Work – We Play Hard Too
- Open to Ideas – Open to Constructive Feedback
- Genuine Honesty - Integrity 24/7
- TAMENOS – Safe/No Armor/Every Team Member is Valued/Common Ground & Understanding

Mission

Provide human capital resources and customize workforce solutions. We provide these services to commercial businesses, the government, and Department of Defense. DME is a leader in the staffing industry, establishing a business model that leverages customer service and long-lasting business relationships.

Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees, and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for DME? Will it help create a working environment in which DME can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. DME is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

DME is an equal employment opportunity/affirmative action employer and is committed to providing a workplace that is free of discrimination or harassment based upon any legally protected class. Any employee who believes he or she is suffering discrimination or harassment should refer to DME's Discrimination, Harassment and Retaliation Policy below.

Create a Culture of Open and Honest Communication

At DME everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

DME will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Whistleblower Policy

If an employee has knowledge of, or a concern about, illegal, dishonest, or fraudulent activity, the employee is to contact their supervisor or the Vice President of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas, confidentiality and retaliation. Identification and actions of the whistleblower will be kept confidential as far as it is possible. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused personnel their legal rights of defense. Neither the Company nor any employees of the Company will retaliate against a whistleblower. This includes, but is not limited to, protection from adverse employment actions such as termination, compensation decreases, poor work performances, or threats of violence or physical harm. Whistleblowers who believe they are being retaliated against must contact the Vice President of Human Resources immediately. The right of whistleblower for protection against retaliation does not

include immunity for any personal wrongdoing that is alleged and investigated. All reports of illegal and dishonest activities should be submitted to the Vice President of Human Resources, who is responsible for investigating and coordinating corrective action.

Employees are encouraged, in the first instance, to address such issues with their managers or the Vice President of Human Resources, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HR, the employee is encouraged to use the DME Executive Management open-door policy.

Set Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of the Code of Ethics & Business Conduct (Code). In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At DME, we want the ethics dialogue to become a natural part of daily work.

Uphold the Law

DME's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the Company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or DME policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

Competition

We are dedicated to ethical, fair and vigorous competition. We will sell DME products and services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for DME or the sales of its products or services, nor will we engage or assist in unlawful boycotts of particular customers.

Proprietary Information

It is important that we respect the property rights of others. We will not acquire, or seek to acquire by improper means, a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to DME, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

Health and Safety

DME is dedicated to maintaining a healthy environment. It is the intention for anyone working at the office to be healthy. It is strongly recommended that anybody who is ill and contagious make arrangements with their supervisors to work remote.

During conditions of a health crisis or outbreak (such as SARS, COVID-19, H1N1), the company will take all pre-cautions recommended by the CDC or local government authorities.

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of DME may conflict with our own personal or family interests. We owe a duty to DME to advance its legitimate interests when the opportunity to do so arises. We must never use DME property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with DME.

- Here are some other ways in which conflicts of interest could arise:
- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while you are employed with DME.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier, or contractor.
- Having a personal interest, financial interest, or potential gain in any DME transaction.

- Placing company business with a firm owned or controlled by a DME employee or his or her family.
- Accepting gifts, discounts, favors, or services from a customer/potential customer, competitor or supplier, unless equally available to all DME employees.
- Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR Department.

Gifts, Gratuities, and Business Courtesies

DME is committed to competing solely on the merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by DME was sought, received, or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom DME does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of DME or customers, or would cause embarrassment or reflect negatively on DME's reputation.

Accepting Business Courtesies

- Most business courtesies offered to us in the course of our employment are offered because of our positions at DME. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at DME to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and goodwill with the firms with which DME maintains, or may establish, a business relationship.
- Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the Company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when DME is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain DME business.

Meals, Refreshments and Entertainment

We may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- Courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- Courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesy or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesy known by the public.

Gifts

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising or promotional items).
- Generally, employees may not accept compensation, honoraria or money of any amount from entities with which DME does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from management.

Employees with questions about accepting business courtesies should talk to their managers or the HR Department.

Offering Business Courtesies

Any employee who offers a business courtesy must be assured that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon DME. An employee may never use personal funds or resources to do something that cannot be done with DME resources. Accounting for business courtesies must be done in accordance with approved Company procedures.

- Other than to our government customers, for whom special rules apply, we may provide non-monetary gifts (*i.e.*, Company logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:
- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.

- Business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- Business courtesy is properly reflected on the books and records of DME.

Set Metrics and Report Results Accurately

Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform Executive Management and the HR Department if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

Corporate Record Keeping

We create, retain and dispose of our Company records as part of our normal course of business in compliance with all DME policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and Company data must be promptly and accurately entered in our books in accordance with DME's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of DME books, records, processes or internal controls.

Promote Substance Over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At DME, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that DME is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we should do so.

Although DME's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about Company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR Department.

DME takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Confidential and Proprietary Information

Integral to DME's business success is our protection of the Company's confidential information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

Use of Company Resources

Company resources, including time, material, equipment, software and information, are provided for Company business use. This includes but is not limited to computers, tablets, telephones, cell phones, wireless access devices, and any software installed on any device. Any use that is not related to performing my job must be pre-approved by a manager or company executive.

Employees and those who represent DME are trusted to behave responsibly and use good judgment to conserve Company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use Company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for Company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work-related materials during work hours.

Media Inquiries

DME is a high-profile Company in our community, and from time to time, employees may be approached by reporters and other members of the media. The Company strives to anticipate and manage situations to reduce disruption to our employees and to maintain our reputation as a high-quality Company. To best serve these objectives, the Company will respond to the news media in a timely and professional manner and only through the designated spokespersons.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the DME guiding principles, the Code and Company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my Company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

WORK RULES POLICY

DME employs ethical business practices and standards. To maintain these high standards, it is of utmost importance that all employees adopt and use the Company's Work Rules Policy. These guidelines apply to all employees, supervisors, salespersons, and officers of the Company.

DME adopts the Work Rules Policy to ensure orderly operations and provide the best and safest possible work environment. DME expects employees and others who may from time-to-time be engaged to provide services for, and on behalf of, the Company to follow these rules of conduct while on Company premises, attending Company functions, or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, DME complies with all applicable federal, state, and local laws and regulations concerning employer/employee rights and obligations.

It is the responsibility of all DME employees to report any violation of the Work Rules Policy to their supervisor, or Human Resources Department. All reports will be investigated.

Conditions of Employment

DME is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the Company are treated in a respectful manner. Though it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of behavior that would be considered infractions of DME Work Rules Policy. Such behavior may result in disciplinary action, to include termination of employment. This list is not intended to be exhaustive or all inclusive:

- Theft or inappropriate removal or possession of property
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Gratuitous sabotage of an employee's work or performance
- Failure to provide customer service
- Failure to act with integrity and honesty
- Unsatisfactory attendance and punctuality
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Sexual or other unlawful harassment, including use of racial slurs, derogatory comments, or insults
- Violation of Company safety policies, regulations, rules, and procedures
- Possession of dangerous or unauthorized objects in the workplace such as weapons (including handguns and ammunition carried under license unless they are stored in your locked, personally owned vehicle)
- Unauthorized use of telephones, mobile phones, mail system, electronic, Internet or other employer-owned equipment
- Unauthorized disclosure of business secrets, or confidential/proprietary information

Prohibited Conduct-Discrimination, Harassment & Retaliation

DME, in compliance with federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy regarding the guidelines of discrimination, harassment, and retaliation as defined below:

Discrimination

It is a violation of DME policy to discriminate against any employee based upon their race, sex, gender identity, sexual orientation, color, religion, national origin, age, disability, genetic information, veteran status, marital status or any other characteristic protected by law. Violation of this policy will result in disciplinary action up to and including termination.

Harassment

DME prohibits harassment based upon race, sex, gender identity, sexual orientation, color, religion, national origin, age, disability, genetic information, veteran status, marital status, or any other characteristic protected by law. DME will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any kind of verbal or physical conduct based upon a legally protected class intended to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of DME. Racial and ethnic slurs or other verbal taunting/insults that impairs an employee's ability to perform his or her job is also included in the definition of harassment. Nonverbal harassment such as making inappropriate gestures or visual staring is prohibited by this harassment policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Submission or rejection of such conduct that is used as a basis for employment decisions, creating or intimating such unwelcome advances in the workplace is also considered as creating a hostile work environment.

Retaliation

No hardship, loss, benefit, or penalty may be imposed on an employee in response to the employee:

- Filing or responding to a bona fide complaint of discrimination or harassment
- Appearing as a witness in the investigation of a complaint
- Serving as an investigator of a complaint

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Violation of this policy may result in disciplinary action, up to and including termination.

Any employee who believes that he or she has been a target of unwelcome advances, harassment, or retaliation of any kind should report these incidents to their immediate supervisor, and/or the Vice President of Human Resources. All reports will be taken seriously, with prompt attention, and be kept confidential to the extent possible.

What to Do/Who to Contact

The Company cannot address a problem if it does not know a problem exists. It is important for employees to come forward and report any discriminatory, harassing, or retaliatory behavior.

If a supervisor or employee becomes aware of, or even suspects a violation of this policy prohibiting discrimination, harassment and retaliation, that supervisor or employee has a responsibility to promptly consult the Vice President of Human Resources directly. Any reports of discrimination, harassment, or retaliation will be taken seriously and investigated. All reports will be kept in confidence, and limited to those who are directly affected, or those who have witnessed any behavior (verbal or physical) or incident related to the report.

Progressive Disciplinary Policy

The Company's Progressive Disciplinary Policy is as follows:

- Verbal Counseling
- Written Counseling Notice
- Final Counseling (may include suspension)
- Termination Session

DME reserves the right to alter, change, revise, or update the employee Work Rules Policy at any time. Any Progressive Disciplinary Policy steps may be bypassed if circumstances warrant at the discretion of DME. Please contact your supervisor or a member of the Human Resources Department for questions about, or clarification of, this policy.

SOCIAL MEDIA POLICY

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the Company.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal 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 form of electronic communication.

The same principles and guidelines found in the Company policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, 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.

Procedures

Know and Follow the Rules

Carefully read these guidelines, the Company Code, Confidential Information Policy and the Discrimination, Harassment and Retaliation Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by using our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, customers, suppliers, and people working on behalf of the Company or competitors.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of Company trade secrets and private or confidential information.

- Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a Company website without identifying yourself as a Company employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the email, voicemail, and computer systems policy. Do not use Company email addresses to register on social networks, blogs or other online tools used for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

COMPANY PROPERTY, PREMISES, RESOURCES

Personal Property

DME accepts no responsibility for personal property that is brought onto or stored on Company grounds (including but not limited to personal vehicles) and reserves the right to inspect or monitor such property. Accordingly, no employee should keep or maintain any personal property or information in the Company’s building that he or she expects to be kept private and confidential. In addition, it should be noted that all DME offices,

desks, paper files, electronic/computer files, vehicles, etc. are the property of the Company.

DME Property

No equipment, tools, outdated supplies, or any other Company property may be given away, sold or loaned without the express permission of the CEO. Employees who damage equipment, tools, or other property owned by the Company or on Company premises as a result of clear negligence in the performance of their job duties or while on Company premises may be subject to disciplinary action, up to and including termination of employment.

Smoking, Use of Tobacco Products, and Vaping at Work

Smoking, use of tobacco products and vaping are prohibited except in designated areas and during non-work time or while on designated work breaks.

Solicitation and Distribution of Literature

To protect employees, customers, clients, and visitors from annoyance and disruption of work or safety hazards, employees of the Company are not permitted to solicit other employees or distribute literature during working time for any purpose (including solicitation by electronic means). This applies while either the person doing the soliciting, or the person being solicited is on working time. Working time does not include meals or work breaks. Furthermore, you are not permitted to distribute literature of any kind in any work areas at any time. Solicitation for any purpose and distribution of literature of any kind by non-employees is prohibited at all times on Company premises.

Bulletin Boards

The Company posts laws and regulations that affect your employment, notices of activities or special events, changes in policies or procedures and other topics of interest on designated bulletin boards. Bulletin boards are maintained for your benefit. Check them frequently to be informed about important information, events or Company business that affects you. Employees are prohibited from posting anything on Company bulletin boards without prior approval from the HR Department.

INTELLECTUAL PROPERTY REPORTING, MANAGING AND DISPOSAL

Intellectual Property

Employees have access to and use the Company's trade secrets. As such, it is expected that employees will safeguard these trade secrets as assets of the Company and must not

misappropriate or infringe upon them. In addition, financial, sales, inventory, or other reports must be safeguarded as private Company property. When the reports become outdated and are ready to be discarded, they must be disposed of in the proper manner. Shredding these documents or placing them in the shred container for vendor pick up is acceptable forms of disposal. Employees are not to place such proprietary or trade secret documentation in their waste receptacles, even if the documents are torn.

Employees who improperly disclose sensitive, confidential, proprietary, or trade secret information to anyone outside the Company will face disciplinary action, up to and including termination.

Reporting Integrity

Company financial reports, accounting records, sales and expense reports, time sheets, and other documents must always accurately represent the facts or the true nature of transactions. Any improper or fraudulent accounting, documentation, or reporting is a direct conflict with the practices of Company policy and will not be tolerated and may be considered a violation of the law. Intentional misrepresentation, misclassification or misreporting of any kind would be an example of unacceptable reporting practices.

DME STAFFING POLICIES

Equal Opportunity Statement/Affirmative Action Statement

Qualified applicants will be considered for vacancies without regard to race, color, religion, sex, national origin/citizenship/ancestry, age, disability, covered veteran status, marital status, sexual orientation, gender identity, genetic information, or any other protected class status. DME is an equal employment opportunity employer.

Equal employment opportunity applies to all programs administered by DME, including all employment decisions, such as those affecting hiring, promotion, demotion, or transfer; compensation and benefits; and reduction in force and termination as required by law.

DME assigns a high priority to the implementation of its equal employment opportunity policy and to assure compliance with all laws prohibiting discrimination in employment programs. Employees of DME are encouraged to contact the Human Resources Department regarding any questions or concerns about these matters.

Americans with Disabilities Act

DME does not discriminate against individuals with disabilities. The Company is committed to providing employees with the appropriate resources to aid and support them while at the work site.

If you are an individual with a disability and you require reasonable accommodation to perform the essential functions of your job, contact the Human Resources Department. The Human Resources Department will work with you to determine how best to accommodate your disability.

Open Door Policy

DME's Open Door policy is a commitment that each employee will have the opportunity to express job-related concerns and have them addressed by management. Most employee concerns are best addressed through open, honest, and direct communication between you and your supervisor. However, at times you may feel the issue deserves further review. Our Open-Door policy is intended to provide every employee with the communication channel to seek additional help. Although it is our goal to reach a resolution everyone finds satisfactory, there is no guarantee in each instance you will be satisfied with the result. You will, however, receive an explanation of the outcome. To resolve an issue, supervisors may need to investigate and talk with you, your coworkers, or others. The resolution of some issues may affect more than one employee. The Company will strive to keep any investigations and issues submitted to the Open-Door policy as confidential as possible.

Please raise work-related concerns as soon as possible. If you are not satisfied with the response you receive, please feel free to raise it to the next level of management or the Vice President of Human Resources.

Confidentiality

In the course of one's work, an employee may have access to information about DME's other employees, or customers, which is confidential. The Company requires all employees to protect the integrity and confidentiality of such information by safeguarding it and accepting responsibility for its security and proper use. Employees generally should take the following precautionary measures:

- Discuss work matters only with other Company employees who have a specific business reason or know or have access to such information.
- Do not discuss work or customer-related matters in public places.
- Monitor and supervise visitors to Company offices to ensure they do not have access to confidential information.

- Secure confidential information in desk drawers and cabinets at the end of every business day.
- Take steps to protect the confidentiality of electronic confidential information by limiting access, through for example the use of passwords.

If at any time you are uncertain as to whether you can divulge certain information or how you should secure it, please consult with your supervisor or the Human Resources Department for further clarification.

Confidential information to which employees are exposed is and shall remain property of DME. Such information cannot be disclosed or used on behalf of anyone else except the Company, whether during your employment or afterwards. All documents and materials received in connection with your employment must be returned upon the termination of your employment, regardless of the reason.

Employees who are found violating the Company's policy on confidentiality will be subject to disciplinary action. The Company also reserves the right to take any legal action necessary to enforce its proprietary interest in any confidential information and to protect such information from unauthorized disclosure.

On-Site or Company Event Dress Code Policy

The Company expects employees to maintain high standards of personal grooming, cleanliness and safety that are a credit to them and the Company. These practices of professionalism and safety create a positive and safe working environment and help build relationships with fellow employees, customers, and communities. A professional appearance must be maintained at all times. To that end, DME may determine and enforce guidelines for workplace-appropriate attire and grooming. Supervisors should communicate workplace attire and grooming guidelines to employees during new-hire and evaluation periods. Any questions about dress code policies or grooming standards should be discussed with your immediate supervisor.

Violations of the dress code policy can range from inappropriate clothing items to offensive perfumes or body odor. If an employee comes to work in inappropriate dress, the employee will be required to go home, change into conforming attire, or properly groom, and return to work. Issues of poor hygiene or body odor will be discussed privately with the immediate supervisor and employee. If the problem with dress, grooming or hygiene problems persists, immediate supervisors will follow the Company corrective action process. Employees who's sincerely held religious beliefs conflict with the Dress Code should contact the HR Department about reasonable accommodation.

Specific Dress Code Requirements

For corporate employees, the following apply to business casual attire (Monday-Thursday):

- For men: casual business attire includes long-sleeved dress shirt (tie is optional), polo shirt, dress pants, belt, dress shoes and socks. Earrings and facial piercings are not permitted. Shirts are to be tucked in with appropriate belt. Texas business casual also applies.
- For women: casual business attire includes tailored pantsuits, business-like dresses, coordinated dressy separates work with or without a blazer, and conservative shoes. Flip-flops are not permitted. “Club” attire is also not permitted.
- Inappropriate wear for includes (Monday –Thursday):
 - Sweatpants, leggings, exercise wear
 - Shorts, low-rise or hip-hugger pants or jeans
 - T-shirts or sweatshirts
 - Beachwear
 - Exercise wear
 - Crop tops, clothing exposing midriffs, spaghetti straps
 - Flip-flops, Crocs, or similar footwear
- Appropriate wear for Friday unless a business meeting or similar is scheduled includes:
 - Jeans
 - T-Shirts
 - Tennis shoes
 - Business casual Attire
- Inappropriate wear for Friday includes:
 - “Yard” jeans or jeans with holes
 - Sweatpants, leggings, exercise wear
 - Shorts, low-rise or hip-hugger pants or jeans
 - Sweatshirts
 - Beachwear
 - Exercise wear
 - Crop tops, clothing exposing midriffs, spaghetti straps
 - Flip-flops, Crocs, or similar footwear

EMPLOYEE BEHAVIOR, RELATIONSHIPS, AND OUTSIDE EMPLOYMENT

Act with Integrity and Honesty

DME expects all employees to act with integrity and honesty in all matters related to Company business. Employees may not obtain or use any property or services of the Company, fellow employees, customers, visitors, or vendors in a manner other than that authorized by Company policy or by federal, state or local laws.

Employee Behavior

Employees must perform their assigned duties to the best of their ability and in the best interest of fellow employees, customers, visitors, and vendors. Employees must not take action that creates a risk, harm or damage to themselves, another person, Company property, or others.

Employees must adhere to and fully comply with all Company policies and procedures, which can be found in the Code or obtained by request of the Human Resources Department. Supervisors must be conscious of the fact that they can be agents of the Company, and as such, their actions may be attributed to the Company under certain circumstances even while off duty. Therefore, they should avoid situations that place the Company at risk or call their professionalism into question.

Personal Relationships

Company employees who become involved in romantic relationships at work are encouraged to report it to their supervisor or the Vice President of Human Resources. These types of relationships should not cause distractions in the workplace. Department Manager or immediate supervisors are prohibited from dating any subordinate who works or reports directly to them. This relationship will not be allowed to continue, and the department supervisor or immediate supervisor may be reassigned or transferred.

Displays of overt affection in the workplace are prohibited. The Company expects all employees to display professionalism at all times while on the job. Overt romantic behaviors are simply not acceptable at work. Such overt displays may lead to disciplinary action.

Outside Employment

Employees are not permitted to hold a position as a director, officer, or employee in any business or enterprise which interferes with the performance of their duties, or which involves obligations that may create a conflict of interest with the Company. Employees have the right to engage in any activities outside of their employment, provided such

activities do not conflict with their employment responsibilities to the Company. Employees should seek approval from their supervisor before engaging in any outside employment. Employees should report any violations of the above provisions promptly to their supervisor or the Human Resources Department.

INFORMATION SYSTEMS USE AND COMPANY RESOURCES POLICY

Information Systems Use

Computers, copy machines, telephones, facsimile equipment, software, electronic mail (e-mail) and Internet access are provided by the Company, remain DME property and should be used for legitimate Company business. Company automation systems are Company resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace. Limited personal use may be permitted, but excessive, disruptive, or other personal use in violation of Company policies is prohibited.

The company owns the rights to all data and files in any computer, network or other information system used in the Company. The company also reserves the right to monitor any and all electronic mail messages and their content that are transmitted in any way through the Company's computers, network or other information system. Employees must be aware that the electronic mail messages that they send and receive using company equipment are not private and are subject to viewing, downloading, inspection, release and archiving by Company officials. Any communication using the Company's information systems or properties may be accessed, monitored, or searched by the Company at any time, including after deletion. You have no expectation of privacy in the use of any of these systems or properties.

In addition, the following general guidelines apply to your use of the Company's information systems and properties:

- Confidential, proprietary, or sensitive legal or financial matters should be communicated via telephone or in person, and not by e-mail.
- E-mail or other written documents containing confidential, proprietary, privileged, or sensitive legal, business, or financial information must not be forwarded, copied, or printed unless authorized.
- Personal photographic or reproduction equipment, including videotape, video telephones and cell phones, may not be used to image Company's confidential information.

- No unlawful, commercial, religious, harassing, or threatening messages may be sent by e-mail or over the Internet.
- Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Company's own copyrights, trademarks, and brands.

Employees may not read or have random access to other employees' information unless authorized to do so. Employees also may not use the Company's informational systems to send or receive information in violation of federal or state law, in violation of Company policy, or in violation of the property rights of another.

Use of Company computers, networks and Internet/Intranet access is a privilege granted by management and may be revoked at any time for inappropriate conduct. Personal cell phones may not be used or remain on while you are working without advance permission from your supervisor.

Use of Company Resources Policy

To protect the interests of the DME network and our fellow employees, DME reserves the right to conduct or authorize a 3rd party company to conduct auditing, monitoring and/or review of all data and information contained on Company-issued computers or electronic devices used by employees, the use of the Internet or DME's intranet. Monitoring and auditing may include but is not limited to review of sent and received emails; review of websites visited; review of electronic files created, viewed, or modified by an employee; review of telephone numbers called by an employee and the duration of those calls. We will not tolerate the use of Company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise violate Company policies. Questions about the proper use of Company resources should be directed to your manager.

Upon termination of employment, whether voluntarily or otherwise, any hardware, software, and other equipment that was issued by the Company must be returned. Upon termination, equipment used by the employee will be inspected, and the employee may be held liable for anything missing or damaged.

SAFETY MANUAL-POLICY

At DME, it is important to maintain a safe work environment for employees, customers, and vendors. Employees must follow the Company's safety standards to ensure the

safety and well-being of employees, customers, visitors, and vendors. Every employee must take personal responsibility and ownership for safety. All employees are required to immediately address safety and report unsafe conditions or behaviors to their supervisor.

When you are driving while on Company business, do not use a cell phone or other electronic device unless it is equipped with a speaker or “hands-free” feature. On January 1, 2015, the City of San Antonio adopted a “hands free” law that bans the use of electronic wireless communications that require the use of a driver’s hand(s) to operate while driving a motor vehicle. Drivers are not allowed to talk, text, view email or pics, or use smartphone apps while driving, even if the driver is at a stoplight or stuck in traffic. Hands free devices are exempt from the ban. Smartphone apps or GPS navigation may be used as long as the phone is affixed to their vehicle.

Employees who are performing work-related duties while driving and are in an accident must report the accident as soon as possible to their immediate supervisor. The supervisor will report the accident to the Vice President of Human Resources, who will report the accident to the COO, and begin the investigation process. All accidents will be investigated, and employees involved will be required to undergo a breath alcohol test and a drug screen.

Employees who are performing work-related duties while driving and are ticketed for any reason must report the infraction to their immediate supervisor. Speeding, driving under the influence, driving while intoxicated, using mobile phone devices that are not hands free, or reckless driving of any kind may result in immediate termination of employment. Employees are expected to comply with all local, state, and federal highway laws while conducting business on the Company’s behalf.

Employees who are injured at work are to report the injury to their immediate supervisor as soon as possible, or no later than 24 hours after the initial accident. Injuries of a serious nature are to be treated at the nearest hospital or ER. Employees with injuries that are not serious or life threatening in nature are to report to the nearest Company approved medical treatment facility. The HR Department will provide the facility location. Employees may consult with their personal or family physician after receiving initial treatment at the Company designated medical treatment facility.

General Safety/Office Guidelines

All DME employees are expected to operate with a focus on their own safety as well as the safety of others. We strive to furnish and maintain a safe working environment. The following are some basic, common sense, but not all-inclusive safety guidelines.

- Employees must use available equipment, proper lifting techniques, and get help when lifting or handling heavy objects.
- All employees should contribute by keeping their desks, equipment, and work areas neat, clean, and free from debris, clutter, or trash. Keep desk drawers and laterals closed when not in use.
- Exits must be visible and remain unobstructed at all times.
- Know the location of fire extinguishers in your area and become familiar with the fire safety and emergency exit plan.
- Personal Protection Equipment (PPE) must be used when situations or operations require them.
- Immediately report all accidents or injuries, no matter how slight, to your supervisor or the HR Department.
- Employees who travel due to work related business must abide by all traffic, speed, and safety laws and regulations at all times.
- Violation of Company or facility safety policies, regulations, rules, and procedures may result in progressive disciplinary action as stated in this handbook, up to and including termination.
- Employees who drive while performing work duties or assignments are not allowed to conduct business by cell phone unless the device allows for “hands free” capability as allowed by law. Employees are expected to know the laws and regulations pertaining to mobile phone use while driving a vehicle. Texting while driving is prohibited.

Infectious Disease Plan

Any onsite employee may be exposed to infectious diseases through their coworkers, candidates, employees, or other infected individuals. If you feel you have been exposed to an infectious disease, please follow your facility protocol to include the use of PPE, handling high touch surfaces and any employee training on these subjects.

Substance Abuse Policy

DME is a drug-free workplace. Our policy does not allow any employee to work under the influence of any unlawful drug or alcohol as it can compromise the safety of the employee, the safety of others, and can adversely affect work productivity. Unlawful drug use includes abuse and misuse of prescription and over-the-counter medications. Employees who are properly taking prescription or over-the-counter medications and who have concerns about how the medications may affect their job performance should notify the HR Department for reasonable accommodation.

As a condition of employment, DME employees’ consent to drug and alcohol testing at any time, including testing post-accident, randomly, and based upon reasonable suspicion

of drug or alcohol use. Employees who refuse to be tested or cannot follow the Company Substance Abuse Policy may be terminated from employment.

As a condition of employment, DME employees' consent to a search of the work area if the standard of reasonable suspicion is met. Although most of our employees work remotely, our policy allows for the company to conduct an inspection of an employees' workspace for the purpose of verifying if any illegal drugs or alcohol are on company property. The company will conduct the inspection only if there is reasonable suspicious that the employee is either under the influence or has any drugs/alcohol on the property. Any suspicion should be brought to the head of Human Resources, and other Executives will determine whether to conduct an inspection based on reasonable suspicion.

If you have been prescribed medication by your healthcare provider that you believe will affect your ability to properly perform your designated job duties/responsibilities, please let your direct supervisor or HR department know.

Employees who have a problem with drug or alcohol abuse and ask for assistance from DME can avail themselves of our Employee Assistance Program, or EAP. Please see a member of the HR Department for further details.

Violation of this policy will result in immediate disciplinary action, up to and including termination of employment.

Possession of Weapons or Explosives

DME does not allow any job applicant, employee, contractor, subcontractor, vendor, agent, or representative to possess, use, conceal, carry, or maintain a concealed explosive, weapon, or handgun on DME premises (except for properly licensed handguns that are stored in a locked, personally owned vehicle parked on Company premises). Such premises include any portion of the building in which the Company is housed, and any vehicle used, owned, or leased by DME. The Company also prohibits the carrying of a weapon or concealed handgun on your person or property while you are rendering any services or attending any event or function relating to your employment with DME or conducting any business on behalf of the Company.

If the Company has reasonable suspicion at any time that a concealed explosive, handgun, or weapon has been maintained, carried, or stored in violation of this policy, DME reserves the right to conduct a reasonable search, to include contacting local law enforcement to conduct the search.

Workplace Safety and Violence Prevention Policy

It is the policy of DME to prohibit any acts or threats of violence (verbal or physical) by any employee, former employee, patient, or individual in or about the Company's facilities while on duty, on or off the Company's premises, including remote worksites, at any time. Such actions will not be tolerated, and may lead to disciplinary action, up to immediate termination of employment. All threats of violence to corporate employees while on duty will be investigated. Threats of violence will include physical, verbal, text, email, mobile and work phone.

Employees have a duty to warn both their supervisor and the Human Resources department if they are aware of or suspect any potential situation, incident, or ongoing workplace behavior involving other employees, former employees, or individuals that may be physically threatening or violent in nature and endanger the safety of employees or other individuals on the premises of the Company.

Reporting an incident of workplace violence or unsafe conditions does not reflect on the employee's ability to handle their job duties effectively. Employees should not fear reprisal for reporting instances of workplace violence.

All communication with the press, radio or television about a violent workplace incident or hostile threat related to DME, its subsidiaries, or employees will be addressed only by the CEO, or other duly authorized representative(s) selected by the CEO. Employees are prohibited from discussing any violent workplace incident or hostile threat involving DME business with any press, radio, television or other electronic or social media without the express authorization of the CEO.

DME is committed to the safety of every employee, if you have any concerns regarding your safety, or for clarification of this policy, contact your supervisor and the DME Human Resources Department.

Complaint Procedure for Hazardous or Volatile Situations

1. When a violation of the above policy occurs, contact following individuals immediately:
 - a. Your supervisor
 - b. DME Human Resources Department: 210-566-9995
2. After contacting each of the above individuals, you must follow up with an email documenting the incident within 24 hours of the occurrence.

Worker's Compensation Policy

Federal regulation requires that Donald L Mooney Enterprises (DME) employees have adequate worker's compensation insurance coverage in the state in which they work. Please know that DME has worker's compensation coverage for all employees of the Company, which is provided at no additional cost or charge to you.

In case of injury or accident while on the job, you must contact your supervisor immediately or within 24 hours of the injury or accident. If you are an onsite corporate employee, Human Resources will conduct the near miss or incident investigation at your location. Human Resources will then provide any safety changes to avoid any future similar accidents.

- If the injury is serious, severe, or life threatening, please report to the closest hospital, ER, or medical facility for immediate treatment, or call 911. Please let your supervisor know where you are and the status of your condition.
- If the injury is not serious or severe in nature, you must contact your supervisor for information on the company designated medical care facility that you will need to visit.

Please, we ask that you have as much information as possible regarding the injury or accident available for your supervisor when you call to report the incident. Employees are asked to specify and include:

date, time, part of the body affected, what happened, where it happened at work, cause of the injury or accident, nature of the injury, witnesses, the facility they received treatment, facility address, doctor or medical professional who treated the injury, doctor or medical professional address, medical billing, or invoice (if any), and any missed time from work.

If the injury occurs after hours or if treatment is received after hours, you are still required to contact your supervisor at the earliest convenience. You may call the corporate office anytime, including after hours, to report your work-related injury.

Employees are required to use Personal Protection Equipment (PPE) when performing their work duties. Such equipment may include gloves, masks, glasses, gowns, respirators, boots, non-skid shoes, and hard hats. We strongly encourage all employees to follow company policy in the use of PPE equipment and gear while working on the job.

Office Security

It is every employee's responsibility to help keep our workplace secure from unauthorized personnel, intruders, or unannounced visitors. Every employee must comply with these security precautions. Should you have any questions about any of these responsibilities, please talk to your supervisor or a member of the HR Department.

- Please inform your supervisor if you plan to work after hours.
- Alarms must be set should an employee works late and stays after maintenance has conducted housekeeping duties.
- Employees must curtail workplace visits from family or friends. If you are anticipating a visitor, please inform the receptionist or your supervisor.
- Visitors must not be left unattended. Should an employee have a visitor, they must be accompanied by an employee at all times. This includes escorting visitors to and from the entrance doors/reception area.
- After- hours access is limited solely to employees of DME. Visitors after hours are not allowed unless approved by your supervisor or Executive Team member.

What to Do in an Emergency

In case of an emergency, such as a fire, earthquake, or accident, your first priority should be your own safety. If an emergency causes serious injuries, inform your immediate supervisor who will dial 9-1-1 to alert police and rescue workers of the situation. Get yourself to safety. Please also familiarize yourself with office evacuation procedures. Please consult with your supervisor or immediate supervisor if you have any questions.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the fire exits, and follow the building evacuation plan. The Company may hold periodic fire and emergency drills to familiarize everyone with the routes they should take. Remember, every second may count... do not return to your workplace or work area to retrieve personal belongings or work-related items. Once you have exited the building, head towards the front of the building, and congregate at the dumpsters. Supervisors will perform a head count to ensure that all employees of DME are safe and accounted for.

Employees are expected to be familiar with the Company's building evacuation plan regarding emergencies. Employees are also encouraged to be aware of the locations of fire extinguishers, and first aid or safety-related equipment. Evacuation plans are posted in the break room for your review. Fire extinguishers are located in multiple locations and are clearly marked. Please take a moment to become familiar with these safety features.

EMPLOYMENT PRACTICES

The Company maintains the right to conduct background checks, drug screens, reference checks, and consumer credit checks when warranted to attract and hire qualified employees. The Company will also manage and direct external and internal job postings, recruiting, advertisements, and electronic, or social media announcements to attract and retain top talent. The Company will also be responsible for the implementation and monitoring of local, state, and federal employment regulations and compliance.

Internal Investigations

DME will make every effort to keep the confidentiality of information related to internal investigations in connection with work infractions, grievances, and personal matters affecting the work life of employees. However, in the interest of business necessity, the Company may need to discuss confidential information on these and other issues with selected employees, supervisors, and outside individuals or organizations when necessary. For additional information on internal investigations, please refer to the Whistleblower Policy.

Cell Phone, Camera Phone, and Electronic Device Usage

The need to use personal cell phones and other electronic devices may vary based on the role or job position within the organization. As a general policy the use of personal cell phones, camera phones, or other electronic devices during work time is prohibited.

The use of any type of camera phones or other visual or audio recording devices is prohibited during work time. However, employees who must use personal cell phones for conducting company business (sales reps, coordinators, etc.) are limited to the actual use of their personal cell phones for conducting company business only. Personal calls, texts, or emails during work time is strongly discouraged.

Personal cell phones equipped with cameras create security and privacy issues for both the Company and employees. Because personal cell phones have discreet lenses and are concealed easily, the ability for an individual to secretly record, photograph, or copy the Company's confidential information and place it on the internet or transmit via email is very real. We must be respectful of Company confidential information. As a general policy, employees cannot record or copy Company confidential information. Company policy also prohibits the use of cell phones while driving, regarding whether the call is in audio, text, or e-mail form while conducting Company business or on Company time. Distractions of cell phone use while driving can place the employee and other commuters in danger.

Employees should also be alert to others using personal camera cell phones at our locations and make sure that such use, if employed, is appropriate.

ATTENDANCE

Attendance Policy/Guidelines

Excellent customer service is critical to DME's success. Accurate scheduling and scheduling adherence is essential to ensure the appropriate levels of staffing are available to meet our customers' needs.

DME's management has the responsibility to create a schedule that meets the customer's needs so that employees can have some predictability to balance their work and personal life. The Company's employees have the responsibility of being available to meet our customers' needs and adhere to their schedules. Adherence to one's schedule ensures that our customers have full coverage, thus providing an appropriate level of service to our customers and for our fellow employees.

Purpose

The purpose of this guideline is to provide structure and support for DME management and employees to address attendance issues. The term "guideline" is intentional. It is expected management will apply common sense and exercise reasonable discretion to consider all relevant circumstances when applying this guideline.

Process

Where there are occurrences of unexcused absences, tardiness or not adhering to planned work schedules during a rolling 6-month period, the process, set forth below, should be used in conjunction with our Code of Conduct and Progressive Disciplinary Policy. Violations of this guideline may lead to discipline, up to and including termination. Employees are responsible for contacting the supervisor regarding attendance and punctuality issues.

Tracking of Occurrences

- Management should use available reports and manual tracking to track the occurrences for each employee.
- The Counseling and/or Termination Form should be used to formally document and track all discussions relating to attendance issues. Once completed, forms are maintained in the employee's personnel file.
- All accrued PTO must be immediately exhausted upon any excused absence. Unexcused absence(s) may be considered as a No Call/No Show and subject to disciplinary action to include termination. Please note that these guidelines do not alter the provisions of our existing Leave of Absence (LOA) policies. Pursuant to the LOA guidelines, employees are NOT required to exhaust PTO time before or upon taking an LOA. Please refer to the LOA Guidelines for more specific information.
- Granting requests for days off is at the discretion of management and based on the needs of the business. Not all requests may be granted, and personal plans should not be made until approval has been given.

- Employees must communicate with their supervisors regarding returning to work. Failure to provide notice may adversely affect unemployment benefits and jeopardize their employment with the Company.

Definitions

Excused Absence: An absence that has been planned and approved by the supervisor where the employee has given sufficient prior notice to his or her immediate supervisor, or where the employee promptly obtains the supervisor's approval for an emergency situation or illness. Excused absences will result in exhausting PTO time if available. Sufficient prior notice will be a minimum of at least one (1) hour before the scheduled start time; for scheduled absences a 2-week notice is expected.

Unexcused Absence: An absence that was not planned or not approved by management, or an absence from work. An unexcused absence that has not been communicated to the immediate supervisor is considered as a No Call/No Show and will result in disciplinary action, up to and including termination.

Tardy: Failure to be at one's designated place of work as per the schedule. An employee who clocks in more than five (5) minutes late without supervisor's approval may be considered in violation of the attendance guideline.

Excused Tardy: Having a legitimate reason or reasonably forewarning the supervisor that the employee will be late to the designated place of work as per the schedule, usually by less than 1 hour.

Meal Breaks: Are for one (1) hour. Employees must take meal breaks in accordance with Company policy and applicable laws. Non-exempt hourly employees must not perform any work-related duties while on a meal or lunch break. Meal breaks are not compensable time.

No-Call/No-Show: Employees failing to call in and not reporting to work when scheduled at least 1 hour before their designated start time, and not receiving supervisor approval. No-Call/No-Show is grounds for disciplinary action, up to and including termination.

Job Abandonment: Employees failing to call in and report to work for two (2) consecutively scheduled days. Job Abandonment will be deemed a voluntary resignation.

Missed Punches: Employees must clock in and out for their shifts. Missed punches must be reconciled for hours worked. Failing to properly punch in and out or conducting any work "off the clock" is grounds for disciplinary action.

Code of Conduct: A part of Company policy that sets forth standards of employee conduct.

Occurrence: Officially documenting an unexcused absence, unexcused tardy, missed punch or no-call/no-show. The Counseling/Disciplinary Action form will be used for documentation.

The Company has provided these Guidelines to help employees understand their responsibilities regarding attendance and punctuality. The Company reserves the right to change or modify these Guidelines at any time.

Absence Notification Policy

Employees should follow departmental guidelines concerning reporting a work absence. In general, employees needing to be absent or tardy to work for any reason are responsible for notifying their supervisor and receiving acknowledgement from the supervisor according to the Attendance Policy/Guidelines. Where the need for absence is foreseeable, as in planned medical treatments, the supervisor should be notified fourteen (14) days in advance or as soon as the employee realizes he or she will miss work. Employees must inform the appropriate contact each time that they will miss a scheduled shift. When calling in, the employee must state why he or she is absent and a phone number where he or she can be reached for any questions. Failure to comply with established notification requirements may subject an employee to disciplinary action up to and including termination.

Call-in Guidelines

- Standard, 8:30 a.m.-5:30 p.m. shift or 8:00 a.m.-5:00 p.m. shift depending on the Company, Monday through Friday. Employees must call or notify their supervisor at least one (1) hour before their start time.

- Employees must communicate either through call, email, or text. Employees must receive acknowledgment from their supervisor for the absence/tardy to be excused.

Leaving a message on voice mail is not an acceptable method of notifying the department of an absence. Employees must communicate directly to their supervisor and may not have a third party call in for them, unless the employee cannot call in for themselves due to special or unique circumstances (*e.g.*, hospitalization, car accident, serious health condition, etc.).

No-Call/No-Show

Employees must report their absences each day. Failure to do so is considered a No-Call/No-Show. Also, failure to report your absence at least one (1) hour before the start of the workday will be regarded as a No-Call/No-Show.

A No Call/No Show during an employee's introductory period, or first ninety (90) days of employment, will be grounds for immediate termination of employment. Two days of any No Call/No Show during a six (6) month period will be grounds for immediate termination. Any employee who fails to call in or report to work for two (2) consecutive workdays is VOLUNTARILY terminating employment. The absences will be considered No Call/No Show violations.

Inclement Weather Policy

DME will make every effort to maintain normal work hours even during inclement weather. The Company also recognizes it must balance the need of proper staffing for its operations and the hazards that inclement weather may present to its employees.

The following procedures have been developed in case of severe weather conditions, such as extremely heavy rains, flooding, icy roads, sleet, or snow:

- Employees should listen to weather reports on local stations for potential workplace closures during inclement weather. After listening to the media announcements, if you are still uncertain whether to report to work, you should check with your immediate supervisor.
- To make the issue of inclement weather easier, all corporate employees are to access the NES website, our social media sites and verify with your immediate supervisor before reporting to work.
- The CEO or President of DME will make the determination regarding corporate employees reporting for work and will have the announcement placed on the home page of the NES website before the start of the workday.
- Employees are expected to follow the weather directives issued by the CEO or President of DME. The CEO or President of DME has authority to either excuse employees from work for a full day, or half day.

Please note the following: Conducting business or working off-site is at the discretion of the supervisor. Non-exempt employees will not be paid regular wages due to office closure. However, the non-exempt employee may use PTO for that day. Exempt employees will be required to use PTO for office closures. If the exempt employee does not have PTO, then the exempt employee will be paid regular salary for that day but will be expected to either "make up" the lost hours or be placed in a negative PTO balance. The employee must discuss with his/her immediate supervisor how the determination(s) will be made regarding the additional work.

If the office is open for half a day, non-exempt employees will be paid for their hours worked. Exempt employees will receive full salary for that day.

If you are unable to report to work due to severe weather conditions or another emergency, you must immediately contact your supervisor and receive acknowledgement from the supervisor. If the supervisor is not available, you must contact a member of senior management and receive acknowledgement. Employees will not be compensated for hours missed due to inclement weather but will have the option to apply accrued PTO time to the hours not worked. It is your responsibility as an employee to notify your supervisor as to whether or not you wish to use accrued paid PTO time.

Power Outage

In case of power outage, the expectation is that it will be a short duration for the outage, thus the company will pay employees wages for the first four hours of the power outage. If the power outage is long-term (i.e., more than four hours), the employee may take additional leave as unpaid, or PTO. Each long-term power outage will be reviewed on a case-by-case basis for any exceptions.

PAY AND JOB CLASSIFICATIONS

Employee Classifications

Employee positions are classified according to the number of regularly scheduled work hours. Eligibility for employee benefits will be determined by the following employee classifications:

Full-time: A regular position planned to last longer than six months and requiring a minimum of thirty (30) hours per week worked on a regularly scheduled basis.

Part-time: A regular position planned to last longer than six months and requiring less than thirty (30) hours per week worked on a regularly scheduled basis.

Temporary: A position planned to last less than six months of employment (part-time or full-time) or for a specific project estimated to last less than six months.

Work Schedules

The standard work schedule for DME employees is 8:30 a.m. to 5:30 p.m. or 8:00 a.m. to 5:00 p.m. (depending on the company) Monday through Friday. Because of the around-the-clock operations (24/7) and extended schedules within certain departments, supervisors have the flexibility to arrange shift schedules that will meet the operational

needs of the Company. An employee's work schedule may vary according to the needs of each department. Employees are expected to arrive at the workplace ready to work at the appointed scheduled time and depart the workplace after their scheduled shift has ended.

Work Locations

The standard work location for DME employees is at headquarters, its other locations around the country or working remotely.

The following departments will work remotely:

- Government Services

The following departments will work from the office, unless impacted by natural disaster, inclement weather, or health crisis, in which working remotely may be deemed necessary.

- PrimaCore
- NES Commercial
- Accounting/Finance
- Human Resources
- Executives

All remote employees will be provided with the appropriate hardware and software to work from home. This can include, but is not limited to: laptop, desktop monitors, desk phone, ethernet cord, power over ethernet adapter, keyboard, mouse, etc. Hardware that will not be provided to employees includes but is not limited to: printer, internet services, reimbursement for electric costs.

All equipment provided by the company is considered property of Donald L. Mooney Enterprises, LLC, and is subject to our Company Resources Policy. Upon separation from the company, employees must return all company-issued hardware and supplies to the company.

Remote work is at the company's discretion. At any point in time, the company may deem it a necessary requirement for any and all departments and individuals to return to working in a physical location. Employees will be given advance notice if and when this happens.

Meal Breaks

It is the policy of the Company to provide one unpaid meal break (up to one hour) during the course of the working day. Non-exempt hourly employees are not to perform any work-related activity while on a meal (lunch) break. It is the responsibility of the

supervisor to monitor this activity and ensure that non-exempt employees do not work during their lunch break.

Overtime

Non-exempt employees are paid hourly at least minimum wage and are paid overtime for hours worked in excess of forty hours during a workweek.

- Non-exempt employees are not to work more than the scheduled number of hours in their workweek without advanced authorization and direction from their supervisor.
- Non-exempt employees receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Non-exempt employees will not be given time off (comp-time) in lieu of overtime pay. The hours for which non-exempt employees are paid, but which are not hours worked (such as PTO hours and holiday hours) are not counted toward overtime. NOTE: Supervisors may adjust an employee's schedule if he or she has worked over eight (8) hours on any day so that the employee does not exceed forty (40) hours in a workweek.
- A workweek is defined as Monday through Sunday.

Timekeeping for Non-Exempt Employees

Proper timekeeping is an essential responsibility for each employee. Properly punching in and out and reporting missed punches will ensure that employees receive pay on time and for the correct number of hours worked. Following the guidelines below is essential to proper timekeeping.

- Employees are not permitted to clock in/out for one another.
- Missed punches must be reported to the supervisor immediately so that the appropriate corrections can be made before the employee's paycheck is calculated.
- Employees must check in with their supervisor to find out if their job assignment includes scheduled break/lunch periods. Scheduled breaks/lunch breaks must be taken as scheduled, and any deviation requires pre-approval from the supervisor.
- Hourly, non-exempt employees must report all time worked and not perform any work off the clock. Any request for an employee to not report time worked or work off the clock should be reported promptly to the supervisor or the Vice President of Human Resources. It is against the law and Company policy to allow or permit non-exempt employees to perform any work-related activity off the clock.

Exempt Employee Pay Policy

Exempt Employees are paid a salary for all hours worked during a workweek, including hours worked in excess of forty during a workweek. Exempt employees are not paid overtime. Generally, exempt employees are expected to work a minimum of forty (40) hours per week. In other words, exempt employees work until the job is done.

Paychecks

DME offers only direct deposit for payment of employee wages.

Pay Periods and Paydays

Employees are paid on a semi-monthly period. Paydays are the 7th and 22nd of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a Saturday, employees will receive pay on Friday. If a regularly scheduled payday falls on a Sunday, employees will receive pay on Monday.

Wage Deductions

It is DME policy to comply with wage deduction requirements of the FLSA. The Company will not permit any supervisor or other authorized employee to make any improper deduction from the wages. Deductions from pay are permissible only under specific guidelines.

DME is required by law to deduct federal income, FICA/Social Security, and Medicare taxes. State law likewise may mandate additional deductions, such as child support payments. With your written permission, DME also may deduct premiums or contributions for certain Company benefits, as well as meal expenses or other permissible deductions. These deductions, and the amount of each deduction, will be listed on your pay stub. All mandatory deductions, as well as voluntary deductions authorized by employees, will be automatically withheld from each paycheck. Employees have access to the paystubs via the payroll system itemizing gross compensation, deductions and net compensation received.

When a non-exempt employee is absent from work and not on approved PTO, the employee's wages will reflect only the hours worked.

DME will make a good faith effort to correct or rectify any improper deductions and will make every good faith effort to comply in the future.

Complaint Procedure

If you believe your paycheck is incorrect for any reason or an improper deduction has been made, you should immediately report the problem to the Payroll Department. If

after review, a mistake in your pay is found, your pay will be promptly corrected, and the Company will make a good faith commitment to ensure no errors occur in the future. Reports of improper deductions or errors will be investigated.

If an employee requires further assistance regarding the infractions, the employee is to immediately contact the Finance Department Director for further help. Unresolved complaints or concerns should then be directed to the Chief Financial Officer (CFO) of the Company for further assistance. Reports of improper deductions will be promptly investigated and if it is determined an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Promotions/Career Advancement

When evaluating employees for promotion, a number of factors including increased job responsibility, job performance, job related qualifications, educational background, flexibility, and experience with DME are considered.

BENEFITS

Employee Benefits

Full-time employees of DME can enjoy the variety of health and welfare benefits offered by the Company. Such benefits include, but not limited to, major medical, dental and vision, retirement, life insurance, short term disability, long term disability, paid time off (PTO), paid holidays, paid birthday, an employee assistance program (EAP), one paid volunteer day, and national discounts to many name brand companies and products across the country. All employees of DME may also participate in the Company's 401k retirement plan. Part-time employees will receive paid time off (PTO), paid birthday, and paid holidays at a pro-rated rate.

Enrollment into our employee discount program is an online service. DME also has local discount services that may provide additional discounts and services for DME employees.

Please consult with a member of the Human Resources Department for a further explanation of our benefits package.

Insurance Benefits

Full-time employees are eligible for the current ACA compliant benefit plan as provided by DME. If the employee is covered under another health plan, proof of that coverage should be provided to the Human Resources Department. The Human Resources Department will inform employees of benefits eligibility dates, and employees will be required to complete necessary enrollment paperwork within the required timeframe.

Failure to complete enrollment paperwork as required may influence an employee's eligibility and delay benefits enrollment until the following open enrollment period.

Note: Failure to submit enrollment paperwork in a timely manner may result in the delay of benefits, and the possibility of dual deductions to your paycheck in a 30-day period. Please consult with a member of the HR Department for clarification.

Employees become eligible for benefits on the first of the month, after their initial 30 days of employment, although premiums are billed in advance.

Paid Time Off Benefits

Paid Time off (PTO) Policy

Full time and part time corporate employees are eligible for paid time off ("PTO") benefits under the terms of this policy.

Amount of PTO

Eligible corporate employees are entitled to paid time off ("PTO") based upon their years of service. The amount of PTO an eligible employee receives is based upon the employee's anniversary date. PTO is accrued, shown in the following schedule for full-time employees only:

<u>Years of Employment</u>	<u>PTO Hours</u>
0 to 4 Years	80 hours
5 to 9 Years	120 hours
10 plus years	160 hours

Use of PTO

PTO may be used for vacations, personal leave, sick leave, and any other days absent from work, other than Company designated holidays. Maximum hours per request will be based on length of service/business needs. Please consult with your supervisor or a member of the HR Department for guidelines. PTO is accrued on the first day of employment but may only be used after your 90-day introductory period.

To take PTO, corporate employees should request advance approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. The Company reserves the right not to approve a PTO request if the request interferes with business operations or adversely affects coverage of job and staff requirements.

Corporate employees who are unable to obtain prior approval because they are using PTO for sick leave should notify their immediate supervisor of their needed absence in compliance with DME corporate attendance guidelines. After three days of PTO due to an illness or injury, employees must provide a doctor’s note verifying the need for leave as well as the beginning and ending date of the leave period. Before returning to work, employees may be required to provide a doctor’s verification reflecting that they can safely return and are fit for duty. A written doctor’s note is required for any absence of three or more consecutive scheduled shifts and must be given to the supervisor upon return to work.

Holiday Pay/Time Off

DME has identified the following eight holidays as designated paid holidays for full-time corporate employees:

New Year’s Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Employee Birthday (After 90 days of employment)	Designated Day
Not for Profit Volunteer	Designated Day

Designated Holidays:

Regular, full-time employees receive 8 hours' pay at their normal rate. Part-time employees will receive a pro-rated number of hours for holiday pay at their normal rate. Exempt and non-exempt employees who are required to work on a designated holiday may be given a subsequent day off with pay.

Payment of PTO

PTO will be paid at the employee's base rate at the time of the PTO, subject to all applicable payroll taxes. The payment will be included in the payroll check covering the applicable pay period. PTO will not be counted as hours worked when determining overtime compensation. Eligible employees will be allowed to roll over forty hours of unused PTO into the next calendar year. Any additional PTO not used as of December 31st will be forfeited and lost.

Termination of Employment

Employees will receive payment in lieu of unused PTO time upon termination of employment unless they worked less than one year, fail to work the entire two-week notice period, are involuntarily terminated for performance, or conduct reasons, resign without proper 2-week written notice, fail to return company property at time of termination or owe the company any funds for any reason. Employees who are otherwise involuntarily terminated (*e.g.*, layoff, reduction in force, etc.) or who resign with proper 2-week written notice, will be paid for their accrued, unused PTO.

Time off will not be granted during the two-week notice period. Supervisors have the authority to cancel any prior approved PTO time that falls within the two-week notice period.

Leaves of Absence

There are four types of leaves of absence available to DME employees:

- FMLA (Family Medical Leave Act)
- Non-FMLA leave
- Military Leave
- Other Time Off

General Provisions of Leave of Absences

- Leaves of absence for FMLA and Non-FMLA are limited to a combined 12 weeks (90 days) in a rolling 12-month period. These two types of leave may not be "stacked" together so that employees can get additional leave beyond 12 weeks.
- At the end of the 12-week period under either of these leaves, if the employee is unable to return to work in an unrestricted manner, then it will be determined if

reasonable accommodation can be provided. This might include an alternative work schedule or additional time off.

- All extensions beyond outlined leave policies must be coordinated with your immediate supervisor, the Human Resources Department, and approved by either the CEO or President of the Company.
- DME employees on an approved leave of absence may not engage in employment outside the Company. Violation of this provision will result in termination of employment with the Company for job abandonment. Failure to return to work after the leave expires will be considered job abandonment and the employee will be terminated from employment.
- Any employee covered by DME insurance plans who is currently paying for any insurance coverage must continue to make such insurance payments during any leave of absence under this policy. Failure to make such payments may result in termination of the employee's coverage. The Company also may request the employee reimburse the cost of payments made to maintain health insurance.
- Either FMLA or non-FMLA leave will run concurrently with worker's compensation coverage, paid time off (PTO) or unpaid time off, or other types of leave.

Personal Leave of Absence

This section applies only in situations where the requested absence does not qualify under FMLA as outlined above.

Personal Leave of Absence Policy

- Full-time employees who have successfully completed the 90-day introductory period may be granted a Personal Leave of Absence at the approval of the CEO, or other duly designated personnel authorized by the CEO. In deciding whether to grant a request for a leave, a supervisor will generally consider the department's needs, whether the extended absence of the employee will adversely affect the operation of the department, the ability to recruit temporary personnel with the requisite skills to replace the employee during the period of absence and whether the employee has presented a compelling need for the leave of absence (*e.g.*, illness of self, child, spouse or parent or the birth of a child).
- Supervisors may recommend a Personal Leave of Absence for a maximum period of 30 days with the approval of the CEO or other authorized personnel designated by the CEO, and in coordination with the Human Resources and Payroll Departments. DME reserves the right to grant additional time when warranted, on a case-by-case basis.
- Appropriate documentation of the need for leave must be provided. If a serious health condition is the reason for the need for leave, then you should complete the

Certification of Healthcare Provider form, which can be obtained from the Human Resources Department.

Personal Leave of Absence Application Procedure

An employee must complete the Leave of Absence Request and submit the form to the supervisor. This form is available in the Human Resources Department. Failure to complete and turn in the application with supporting documentation (if warranted) may result in termination of employment. Employees are required to contact their supervisor weekly to provide an update on their status and readiness to return to work.

Compensation, Benefits and Accrual of Leave while on Personal Leave

The Company requires employees to exhaust accrued PTO hours if the need for the leave is due to the employee's health condition or for the employee's dependent. After accrued time is exhausted, the remainder of the Personal Leave is without pay.

PTO leave does not accrue, and holidays are not paid during any Personal Leave of Absence.

Employees wishing to continue insurance benefits while on an approved Personal Leave must make prior arrangements with the Human Resources Department. Employees are responsible for paying their share of benefit premiums while on a leave of absence. The Human Resources Department will provide information on the cost of insurance premiums and how the employee can ensure that benefits are not interrupted during the leave.

Returning to Work After a Personal Leave of Absence

The Company reserves the right to fill a position vacated by an employee on an approved Personal Leave of Absence if the employee fails to return as scheduled. The Company also will make an effort to hold an employee's position while out on an approved Personal Leave of Absence, but no guarantee is made the employee's position will be able to be held open or will be available upon the employee's return.

All employees returning from leave due to their own medical condition must provide a fitness for duty report from their physician. The Company will reasonably accommodate employees returning to work with a medical provider's evaluation that outlines work restrictions unless doing so constitutes an undue hardship.

Employees who are unable to return from a leave of absence on the scheduled return date will be terminated and invited to apply for future employment upon proper application.

All employees returning to work after a Personal Leave of Absence must coordinate their return through the Human Resources Department.

Military Leave of Absence

Policy governing Military Leave of Absence is administered in accordance with the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA). Information on this Act is available from the Human Resources Department.

Military Leave Policy

In accordance with applicable law, unpaid Military Leave will be granted to employees who are members of the Uniformed Services of the United States performing any duty (whether voluntary or involuntary), including training, weekend drills, and summer camp and fitness-for-duty examinations.

An employee of DME must notify his/her supervisor and a member of the Human Resources Department of his/her service in the Uniformed Services.

Jury Duty Leave

DME provides all corporate employees with a maximum of 3 paid days per year when called for jury duty or subpoenaed to appear in court as a witness. (Note: This does not include circumstances where the employee is a party to a claim.) To receive paid Jury Duty Leave, the employee must have completed his or her 90-day introductory period and present the jury duty summons or subpoena to his or her supervisor before the actual appearance date. Any other time required for jury duty or other court appearance will be unpaid. Following completion of jury duty, the employee must obtain a certificate of jury service specifying dates involved and time of dismissal from the court clerk. This certificate must then be presented to the employee's supervisor upon the employee's return to work.

Bereavement Leave Pay

Full-time corporate employees may receive up to three (3) days of paid leave per calendar year for attending the funeral of an employee's immediate family member. Immediate family is defined as spouse, children (including stepchildren and foster children), parents, stepparents, mother-in-law and father-in-law, biological brother or sister, grandparents, or grandchildren.

Full-time employees are allowed one (1) day off of paid leave per year for attending the funeral of an employee's non-immediate family member including brother-in-law, sister-in-law, aunt, uncle, and spouse's grandparents.

Employees must inform, and receive the approval of, their supervisor to receive Bereavement Leave. Employees may be required to provide either an obituary naming said employee as a relative or funeral card as sufficient documentation before pay will be issued for Bereavement Leave. Upon request and approval, extra days of absence due to a funeral may be charged as PTO time.

Administrative Termination

Employees who miss 181 or more days of work for any non-disability-related reason in any twelve-month period will be automatically terminated.

TRAVEL POLICY

Overview

It is the policy of Donald L. Mooney Enterprises LLC to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company. Donald L. Mooney Enterprises LLC strongly encourages the use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid for with Donald L. Mooney Enterprises LLC funds must comply with company expenditure policies.

Authorization and Responsibility

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 2 weeks of completion of a trip, the traveler must submit a Travel Expense Form #: 2016-E and a Mileage Expense Form #:2016-M and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his or her own travel or reimbursement. The 2016 E Expense form must be signed by the department Vice President/Executive for any travel.

Travel and reimbursement for members of the management team must be approved by the department Vice President/Executive (if not for that individual) and will be reviewed annually by the finance department.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Travel Expenses/Procedures below for details. Donald L. Mooney Enterprises LLC reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Travel Expenses/Procedures

General Information

Authorized business travel for staff that includes prepayments must be pre-approved. All travel requests for reimbursement of expenses are to be submitted on Form #: 2016-M and Form #: 2016 E.

Travel During Global Health Crisis

Under conditions of pandemic, company will follow CDC recommendations in regards to travel (business and personal). If employees travel during a global health crisis, they must follow CDC guidelines before returning to a physical work location.

Permissible Prepaid Travel Expenses

Before the travel, Donald L. Mooney Enterprises LLC may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances.

Conference Registration Fees

Conference registration fees can be prepaid with a credit card or check through the finance department with a Check Request form. Business-related banquets or meals that are considered part of the conference can be paid for with the registration fees; however, such meals must be deducted from the travelers per diem allowance. See Meals (per diem) for more details.

If the conference fee was not prepaid, Donald L. Mooney Enterprises LLC will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the travelers per diem. See Meals (per diem) for more details. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Travel Advances

Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of Donald L. Mooney Enterprises LLC. A maximum of 80 percent of the total estimated cost can be advanced.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The traveler must repay Donald L. Mooney Enterprises LLC for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the finance department to deposit any excess funds into the appropriate departmental account.

Travel advances are processed by submitting a completed Check Request form and 2016 E Expense form to the finance department. Reimbursement for any remaining expenses is processed on a 2016 E Expense form approved by the designated approval authority.

Authorized Reimbursements

Requests for reimbursement of travel-related expenses are submitted on a 2016 E Expense form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds 20 percent of the total pre-trip estimate, the 2016 E Expense Form must be signed by the President of DME or COO.

These forms must be submitted to the finance department within two weeks after the trip is completed. 2016 E Expense forms not submitted within this time frame require exception approval from the respective executive or from the COO.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by Donald L. Mooney Enterprises LLC are shown below.

Airfare

If the airfare was not prepaid by the finance department, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing.

Coach class or economy tickets must be purchased for domestic or international flights (defined as flight time totaling less than five consecutive hours excluding layovers). A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

A less-than-first-class ticket (i.e., business class) may be purchased at Donald L. Mooney Enterprises LLC's discretion for domestic or international flights (defined as flight time exceeding five consecutive hours excluding layovers). First-class tickets are not reimbursable.

Automobile (personally owned—domestic travel)

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the Donald L. Mooney Enterprises LLC mileage rate.

The 2016 E Expense form is required for reimbursement for all vehicle-related expenses, including gasoline, wear and tear, and personal auto insurance. The 2016 M Mileage Reimbursement form is at a rate of .37 per mile. Travelers may opt to request reimbursement for gasoline in lieu of the Donald L. Mooney Enterprises LLC mileage rate. In these instances, original, itemized receipts are required.

Automobile (rental—domestic travel)

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

Donald L. Mooney Enterprises LLC authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, Donald L. Mooney Enterprises LLC encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. Donald L. Mooney Enterprises LLC will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with vehicle use are not covered by the rental agreement.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Lodging (commercial)

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 80 miles or more from the traveler's primary worksite. Exceptions to this restriction may be approved in writing by the President of DME or by the CFO.

Donald L. Mooney Enterprises LLC will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Meals (per diem)

Per diem allowances are reimbursable for in-state overnight travel that is 80 miles or more from the traveler's primary worksite.

Per diem allowances are applicable for all out-of-state travel that is 80 miles or more from the traveler's primary worksite.

Donald L. Mooney Enterprises LLC per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

Business Meals

Travelers are required to follow Donald L. Mooney Enterprises LLC expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.

Business Expenses

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking

Original receipts are required for parking fees (including airport parking) totaling \$25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone Calls

The costs of personal telephone calls are the responsibility of the individual.

Tolls

Original receipts are required for tolls totaling \$25 or more.

Miscellaneous Transportation

Original receipts are required for taxis, bus, subway, metro, ferry and other modes of transportation if costs are \$25 or more for each occurrence.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by Donald L. Mooney Enterprises LLC:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

SEPARATION OF EMPLOYMENT

Leaving the Company

To ensure our customers receive quality care and that we maintain adequate personnel in all jobs in the Company, DME requests corporate employees provide a written resignation notice at least 2 weeks in advance of their intended separation of employment. This resignation notice becomes a part of the employee's work record and may influence re-employment with the Company should the employee re-apply.

Voluntary/Involuntary Termination

To leave employment in good standing, employees must give a minimum of two weeks' written notice to their supervisors, fulfill the entire two-week commitment, and return all Company property (cell phone, keys, etc.). The Human Resources Department may waive the notification requirement on a case-by-case basis.

The written notice of resignation must include the effective date of resignation, date of notification and the reason for resignation and must be turned in to the direct supervisor. The supervisor will forward the notice, along with a completed Employee Action Notice, to the Human Department for review and signature, who will then forward these forms to the Human Resources Department for filing.

Individuals who do not complete the items mentioned above are not eligible for re-employment at DME. Resigning employees are expected to participate in an exit interview conducted by the Human Resources Department.

Final Paycheck

If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final pay will be made on the next regularly scheduled payday following the effective date of resignation. If an employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, final pay will be provided within six (6) calendar days of termination.

*Time off will not be granted during the two-week notice period. Supervisors have the authority to cancel any prior approved PTO time that falls within the two-week notice period.

Employees will receive payment in lieu of unused PTO time upon termination of employment unless they worked less than one year, fail to work the entire two-week notice period, are involuntarily terminated for performance, or conduct reasons, resign without proper 2-week written notice, fail to return company property at time of termination or owe the company any funds for any reason.

Upon termination of employment, whether voluntarily or otherwise, any hardware, software, and other equipment that was issued by the Company must be returned. Upon termination, equipment used by the employee will be inspected, and the employee may be held liable for anything missing or damaged. Employees' final paycheck may experience a deduction, as allowed by law, for any unreturned assets.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and agree to read a copy (paper or electronic) of the DME Corporate handbook. I understand that it is my obligation and responsibility to read and understand its contents and abide by them. The purpose of the handbook is to provide me with general information regarding policies and procedures. If I have any questions regarding any policy, procedure, or description in the handbook, I can contact my manager, immediate supervisors, or a member of the Human Resources team for assistance and clarification.

This handbook does not create a contract between Donald L. Mooney Enterprises LLC or any of its subsidiaries and any employee. No promise of any kind is made by the Company in the employee handbook. I understand that the employment relationship is at will. The employment relationship may be terminated with or without cause, and with or without prior notice. This status can only be modified if such modification is in writing and signed by the CEO of the Company.

I understand and agree that all company policies are to be interpreted and applied by the Company at its sole discretion, whose decision in this regard will be final.

I acknowledge that I have received and agree to read and abide by all policies covered within the handbook, including:

- _____ (Employee Initials) Code of Ethics and Business Conduct Policy (page 4)
- _____ (Employee Initials) Social Media Policy (page 15)
- _____ (Employee Initials) Safety Manual-Policy (page 25)
- _____ (Employee Initials) Whistleblower Policy (page 5)
- _____ (Employee Initials) Worker's Compensation Policy (page 30)
- _____ (Employee Initials) Use of Company Resources Policy (page 25)
- _____ (Employee Initials) Return of Company Assets (page 54)

I have read and understand the above statements.

Employee Signature

Date

Employee Name (please print)

Last 4 digits of SSN